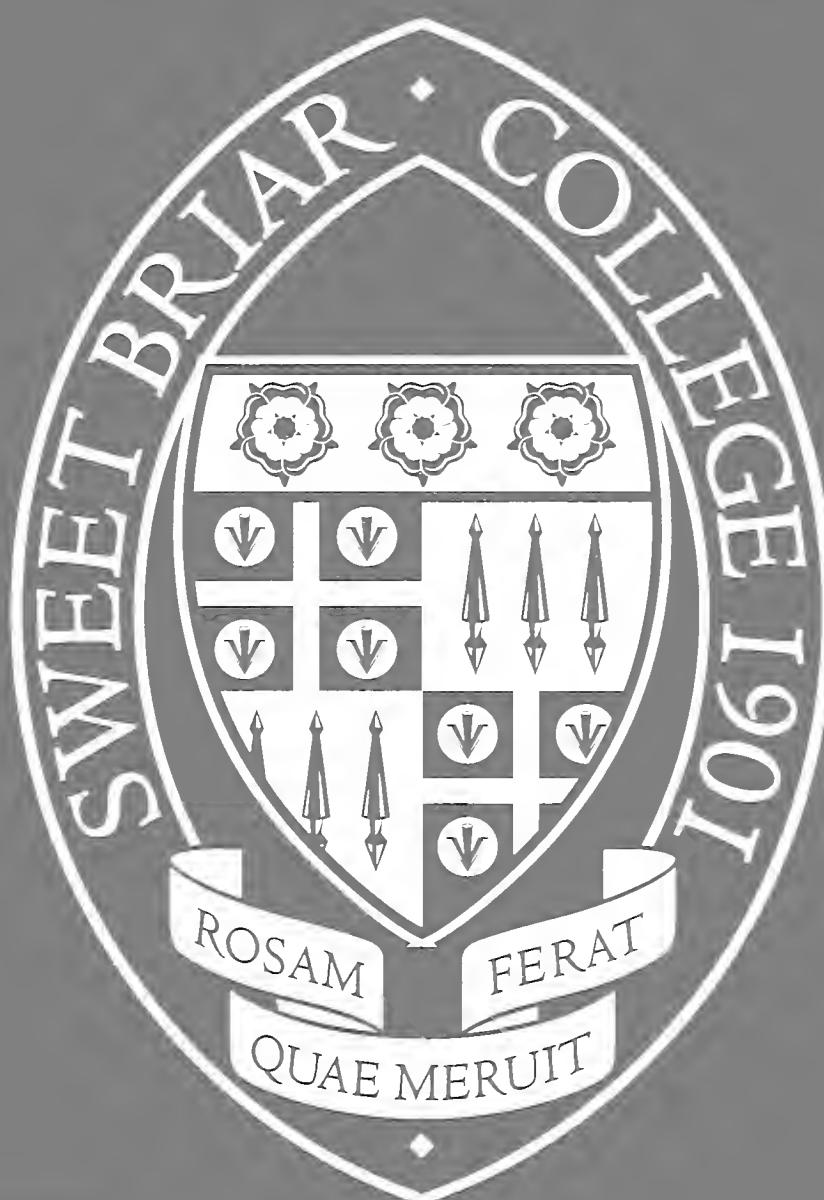


SWEET BRIAR COLLEGE



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BRIAR COLLEGE
2004-2005
Student Handbook



"who has earned the rose may bear it."

SC.1

2004

2005

Sweet Briar College
Sweet Briar, Virginia 24595

SWEET BRIAR SONG

*Sweet Briar, Sweet Briar, flower fair,
The rose that on your crest you wear
Shall never fade, but always bear
Thy beauty, O Sweet Briar!*

*Sweet Briar, Sweet Briar, thy columns white
Shine on thy hills a beacon light
Of truth, to burn with radiance bright
Forever, O Sweet Briar!*

*Sweet Briar, Sweet Briar, we sing to thee.
May thy foundations ever be
Strong as thy hills, thy purity
That of thy rose, Sweet Briar!*

CLASS SYMBOLS

The Class of 2005

Motto: Honor ante honores
(*Honor before reward*)

Colors: Peacock blue and green

Emblem: Peacock

The Class of 2007

Motto: Spectamur Agendo
(*We are proven by our actions*)

Colors: Delph blue and black

Emblem: Lion

The Class of 2006

Motto: Ne obliviscamur
(*Lest we forget*)

Colors: Green and black

Emblem: Oak Tree

The Class of 2008

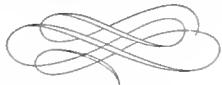
Motto: Factum non verbum
(*Actions not words*)

Colors: Purple and gold

Emblem: Swan

This publication offers general information and includes some College policies. Consult the College catalog and/or academic rulings, which are on file in the Dean's Office and the Library, as the final authority on all academic policies. Contact the Dean of the College or the Dean of Co-Curricular Life for further clarification on material contained in this document.

PRESIDENT'S MESSAGE



This 2004-2005 edition of the Student Handbook of Sweet Briar College will be of major importance to our incoming class for first year students—the Class of 2008. But a new look at this Handbook is a good idea for sophomores, juniors and seniors as well. It reminds all of us of the structures and principles that undergird our powerful community.

Of particular importance is the Honor Code that governs the integrity of our intellectual and creative work as well as our behavior as social beings. Please read it carefully. At Sweet Briar, this Honor Code works. It works because Sweet Briar students value the respect our code affords each individual, and the confidence and trust it fosters in our community.

The principles, codes, policies, institutions and organizations outlined in this Handbook are almost entirely the product of the students of Sweet Briar College, which has had a tradition, since the very first entering class, of governance *of* students *by* students. It is you, each individual student, who holds within yourself the power to develop a network of friends and mentors, to live an honorable and fulfilling life, and to make your own experience at Sweet Briar intellectually rich and emotionally compelling.

Welcome!

A handwritten signature in black ink, appearing to read "Elisabeth S. Muhlenfeld".

Elisabeth S. Muhlenfeld
President

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Sweet Briar's Mission

Sweet Briar is a four year, independent college whose aim is to prepare women to be active, responsible members of a world community. Its curriculum is organized on the premise that a foundation in the liberal arts and sciences is an essential means to this end. Study of the liberal arts and sciences enhances the development of critical and creative abilities, develops the ability to synthesize disparate information, equips the student for graduate and professional education, and encourages the individual to continue to learn long after leaving Sweet Briar. A broadly based academic program teaches her to view her experience within wider contexts, to appreciate the achievements of the past, to understand the methods and major theories of science, to gain an appreciation of the arts, and to communicate with precision and cogency. At Sweet Briar this study takes place within a residential environment that encourages physical well-being, ethical awareness, sensitivity to others, responsibility for one's actions, personal initiative, and the assumption of leadership.

Sweet Briar continues its commitment as a women's college in order to devote all of its resources to the education of women in the full range of the liberal arts and sciences, including those subjects that have been traditionally considered as male domains. The faculty teach individuals on a human scale. In small classes, students receive the attention that encourages self-confidence and the improvement of skills for life and livelihood. A highly qualified faculty, committed to undergraduate teaching of the highest standards, contributes to fulfilling these goals. The College continues to seek a diverse student body which is drawn from a national and international pool of applicants. As an independent college, Sweet Briar possesses the flexibility to respond to the many challenges that face higher education in a rapidly changing world.

Historical Sketch

Sweet Briar was founded on the first year of this century by Indiana Fletcher Williams in memory of her only daughter, Daisy, who died in 1884 at the age of sixteen. Mrs. Williams was a daughter of Elijah Fletcher, who came to Virginia from Ludlow, Vermont, in the early nineteenth century and taught school in Amherst County. Later he moved to Lynchburg where he owned and published a newspaper, became a civic leader, and amassed large holdings of land as well as a considerable fortune.

At the time of Mrs. Williams' death in 1900, her estate consisted of more than eight thousand acres of land, including the Sweet Briar plantation, and half of one million dollars. Under the terms of her will, the Trustees were directed to incorporate an educational foundation in the state of Virginia, to establish it as a perpetual memorial to her daughter, and to turn over to it all property left to them in trust.

It was Mrs. Williams' desire, according to the following excerpt from her will, that, "It shall be the general scope and object of the school to impart to its students such education in sound learning, and such physical, moral, and religious training as shall in the judgment of the Directors best fit them to be useful members of society."

The first Board of Directors determined that the College should be free from denominational control and that it should maintain the highest academic standards, uniting classical and modern ideals of education.

Sweet Briar College opened formally in September, 1906, with fifty-one students, including fifteen day students. Its A.B. degree, granted for the first time in 1910, was soon accepted for graduate work in leading universities.

By 1921, Sweet Briar held membership in the Southern Association of Colleges and Secondary Schools, the American Association of University Women, and the American Council on Education, and was approved by the Association of American Universities. Sweet Briar is a member of the College Entrance Examination Board, is a contributing member of the American School of Classical Studies at Athens and is affiliated with the Intercollegiate Center for Classical Studies in Rome. Sweet Briar College offers courses leading to teaching certification in the State of Virginia and 29 other states at both the elementary and secondary level. The music department is approved by the National Association of Schools of Music. Its chapter of Phi Beta Kappa is the Theta of Virginia, authorized in 1949. A chapter of Pi Gamma Mu, the international society in social sciences, was established in 1983.

The affairs of the College are managed by a self-perpetuating Board of Directors consisting of no more than 32 members elected annually. The Directors include the President of the College, the President of the Alumnae Association, four alumnae nominated by the Alumnae Association, and three alumnae from successive graduating classes.

Sweet Briar's presidents have been: Dr. Mary Benedict, who held office from the opening in 1906 until 1916; Dr. Emilie Watts McVea, from 1916 to 1925; Dr. Meta Glass from 1925 to 1946; Dr. Martha B. Lucas from 1946 to 1950; Dr. Anne Gary Pannell from 1950 to 1971; Dr. Harold B. Whiteman, Jr. from 1971 to 1983; Dr. Nenah E. Fry from 1983 to 1990; Dr. Barbara A. Hill from 1990 to 1996; and Dr. Elisabeth Muhlenfeld, who began her administration as ninth president of the College in 1996.

Section I

Student Government Association

The Student Petition (October 17, 1906)

On October 17, 1906, the students of Sweet Briar College, believing in the dignity and honor in student government, desired individual and community responsibility for the conduct of students in matters not strictly academic. The students petitioned before the President and the Faculty for legislative and executive control in non-academic matters.

The faculty, on October 20, 1906, endorsed the requests of the student body concerning matters of control in non-academic situations. This endorsement was made with the understanding that the faculty would approve any constitutional changes. While the college grants these privileges to the Student Government Association, the college reserves its right to bring disciplinary action in any circumstance where a student or group of students have violated college policies or regulations.

The Student Government Association, on March 29, 1985, proposed that faculty approval of the Student Government Association's constitutional changes be eliminated. On March 29, 1985, the faculty voted in favor of the Student Government Association's motion (see Section VI, B for approval process).

Constitution of the Student Government Association

Introduction

The charter of Sweet Briar College grants to the Board of Directors "full and complete management and control" of the College and its affairs. Subject to delegation of this authority by the Board, responsibility for the governance of the College is shared by the Administration, the Faculty, and the students.

1. The Administration has the primary responsibility for the physical security, health and welfare of the College; for the maintenance, improvement and preservation of all facilities; for the financial stability of the College and for its external relations with governmental agencies, other institutions, members of the wider Sweet Briar community, and the public at large.
2. The Faculty, through its officers and committees, including students whenever appropriate, and its established procedures has responsibility for all academic programs, including degree requirements, the awarding of academic honors, the grading system, and the course offerings.
3. The Student Government Association (SGA), through its own officers, committees, and constitutional procedures, bears responsibility for

establishing, maintaining, interpreting and enforcing regulations in the following areas, subject to legal restrictions or stated policies of the College:

- a. Extracurricular activities (except in those instances where state, regional, and national sports organizations have authority over intercollegiate athletics).
- b. Residence hall activities (except those matters deemed by the President to affect the health and safety of the community or the property of the College).
4. The President, as the chief executive of the College, has the responsibility of implementing all matters properly referred to her by the other decision-making groups of the College. In matters of conflict, the President's judgment shall prevail, subject only to the superior authority of the Board of Directors, to whom appeal is made.

Preamble

Whereas, we, the students of Sweet Briar College, understand that all authority originates with and is delegated by the Board of Directors and,

Whereas, we, as the members of a community devoted to intellectual pursuits, do individually and collectively desire to inculcate to each other a sense of responsibility for the welfare of students in that academic community, and,

Whereas, in addition to meeting fully its obligations of nondiscrimination under federal and state law, the college is committed to supporting a community in which a diverse student population can live and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, regardless of economic status, ethnic background, political views, sexual orientation, or other personal characteristics and beliefs.

Whereas, we believe that such responsibility promotes the best interests of the College and prepares the students to take their place in a democratic society, we do hereby adopt the following Constitutions and By-Laws.

Article I – Name

The name of the organization shall be the Student Government Association (SGA) of Sweet Briar College.

Article II – Purpose

The purpose of this organization shall be to:

- A. Strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is to impart to its students such education in sound learning and such training as shall in the judgment of the directors best fit them to be useful members of society.
- B. Promote the highest standards of honor and integrity in all phases of college life.

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- C. Coordinate and promote student activity within the community.
 - D. Provide a forum for the expression and discussion of student opinions and sentiment.
 - E. Complement the educational aspects of student life.
 - F. Advance the spirit of loyalty to the College and its undertakings.

Article III – Membership

- A. All students at Sweet Briar College shall be members of the SGA.
- B. The rights of the members of the SGA include:
 - 1. The presentation of petitions, appeals against the decisions of the Executive Committee, or proposals for amendments to the Constitution and By-Laws. Such petitions, appeals, and proposals must be considered by the Executive Committee.
 - 2. Participation in campus discussions.

Article IV – Legislative Powers

- A. The legislative powers of the SGA shall be exercised by the SGA officers.
- B. These powers shall be to:
 - 1. Ratify the rules, regulations, and policies concerning extracurricular activities except as otherwise provided.
 - 2. Propose and discuss rules and regulations which must be referred to the Executive Committee prior to a vote.
 - 3. Approve the budget derived from the Student Life Fund, as proposed by the Budget Committee, only after notification of the entire student body of the proposal prior to approval.
- C. The SGA reserves the right to change rules and regulations within its authority at any time during the academic year.

Article V – Executive Powers

- A. The executive powers of the SGA shall be exercised by the SGA officers.
- 1. The voting SGA officers shall consist of the following:
 - a. President, Vice-President, Secretary, Treasurer, Electoral Officer, and Publicity Officer of the SGA, who shall be the Executive Committee.
 - b. The Co-Chairs of the Judicial Committee, one of whom will vote each semester.
 - c. The Vice Presidents of the four classes.
 - d. The President of the Campus Events Organization.
 - e. The Chair of the Academic Affairs Committee.
 - f. The SGA Representative of the Day and Turning Point Student Group.
 - g. The Chair of the Residence Life Committee. In the event of co-chairs, one co-chair of the Residence Life Committee will vote each semester.
 - h. The President of Inter-Club Council.

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2. The non-voting SGA officers shall consist of the Presidents of the four classes, one of the Co-Chairs of the Judicial Committee, and in the event of RA Co-Chairs, one of the Co-Chairs of the Residence Life Committee.
 - B. The executive powers of SGA shall be exercised by the officers of the Executive Committee and shall be to:
 1. Administer the SGA's Constitution and By-Laws.
 2. Explain to students the meaning of the SGA's Constitution and By-Laws.
 3. Consider all petitions, appeals, and proposals for amendments to the SGA's Constitution and By-Laws, and to refer each to the proper authority with a recommendation.
 4. Consider any petition or written complaint for the removal of an officer of the SGA or any other club, group, or organization receiving funds from the SGA and, if, by a two-thirds vote, it finds such complaint to be justifiable, to put the matter to a vote by SGA. When an officer is thus removed, the Executive Committee shall make provision for replacement, based on Section IV, letter C, number nine of the bylaws. If said officer is on the Executive Committee, she will be excluded from any and all discussions and proceedings related to her removal.
 5. SGA Officers are allowed only one unexcused absence for the year. If a second absence occurs, then the issue becomes a matter to be ruled on by the Executive Committee. Two unexcused absences are grounds for removal from office. If SGA officers are tardy three times, they incur one unexcused absence. Six late arrivals amount to two unexcused absences and become grounds for removal from office. All attendance policies expressed herein apply to the Executive Committee of SGA. The decision of what constitutes an excused or unexcused absence is at the discretion of the Executive Committee.
 6. SGA Officers must be in good honor standing. If an SGA Officer is found guilty of an honor code violation, she is expected to resign her position (in order to maintain her rights to confidentiality) or to turn the matter over to the Executive Committee for a vote referral.
 7. Consider all petitions, appeals, and proposals for changes to the SGA rules and regulations as stated in the Student Handbook, and refer each to the proper authority with a recommendation.
 8. Oversee all SGA elections.
 9. Keep under constant review the SGA rules and regulations and advise the President of the SGA of desirable changes in connection with her annual written report.
 10. Provide copies for the Student Handbook to the Office of Co-Curricular Life.

Article VI – Judicial Powers

Judicial authority of the SGA shall be exercised by the Judicial Committee. The composition and powers of the Committee are detailed in Section II.

Article VII – Amendments

- A. Amendments to the SGA Constitution may be proposed by any Council or Committee of the SGA by a member at any meeting of the SGA, or by a special committee appointed by the President of the SGA.
- B. Approval of an amendment requires a two-thirds vote by the SGA voting officers during a meeting of the SGA.

By-Laws of the Student Government Association

SECTION I – Meetings of the Association

- A. The SGA Officers shall hold open meetings every two weeks during the academic year.
- B. In the event of class cancellations, SGA meetings will be cancelled.
- C. A quorum for all SGA meetings will be two-thirds of the voting officers.

SECTION II – Executive Branch

A. Executive Officers

1. The duties of the President shall be:
 - a. Call and preside over the meetings of the SGA and the Executive Committee.
 - b. Represent the students either personally or through a proxy from the Executive Committee when the need arises..
 - c. Represent the students to the Board of Directors on the Educational Programs Committee.
 - d. Appoint special committees when necessary.
 - e. Submit an annual report to the Board of Directors at the April meeting.
 - f. Make a written report to the President of the College at the end of her term of office.
 - g. Consult regularly with the Dean of Co-Curricular Life, Dean of the College, President of the College, Faculty Senate Liaison and any other administrators when necessary.
 - h. Consult with the SGA Officers as necessary.
 - i. Be available for confidential appointments with students, offering referrals when necessary.
2. The duties of the Vice-President shall be:
 - a. Perform or assume the duties of the President in her absence or withdrawal until the end of the term.
 - b. Supervise all SGA programming.
 - c. Coordinate leadership development activities, including chairing the Leadership Development Fund Committee with the four class Presidents, implement community service activities on a regular basis, and consult regularly with the Associate Dean of Co-Curricular Life.

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- d. Serve as parliamentarian.
 - e. Represent the students to the Board of Directors on the Buildings and Grounds Committee.
 - f. Collect and monitor monthly status and activity reports from the Standing Committees and Class Officers.
3. The duties of the Secretary shall be:
- a. Record and distribute the proceedings and activities of the SGA, keeping a permanent record in the SGA Archive, in addition to distributing a copy to the Dean of Co-Curricular Life, Dean of the College, President of the College, and the Vice President for Finance and Administration. She should also provide courtesy copies of the minutes to any guest speakers present at the SGA Meeting.
 - b. Record confidential minutes of the Executive Committee at the discretion of the SGA President.
 - c. Attend to all SGA correspondence.
 - d. Record activities of the ad hoc committees if a committee secretary is not established.
 - e. Record and distribute minutes of Campus Discussions.
 - f. Keep a record of votes made on all motions during SGA meetings.
 - g. Keep a record of attendance at all SGA and Executive Committee Meetings.
4. The duties of the Treasurer shall be:
- a. Serve as the treasurer to the Campus Events Organization and financial advisor to all other Student Government Standing Committees.
 - b. Serve as the co-chair of the Budget Committee.
 - c. Administer the Student Life Fund in accordance with the budget adopted by SGA and the Budget Committee.
 - d. Keep a record of all monies of the SGA and expend the same according to the direction of the Executive Committee of the SGA.
 - e. Make interim reports of the finances at the request of the SGA President or the Executive Committee.
 - f. Serve as Chief Financial Officer of the Student Business Office, serving as a resource to the bookkeeper/accounting clerk and accounts payable cashier of the SBO.
 - g. Attend all ICC meetings to address issues related to SBO and the Budget.
 - h. Render to the SGA, the CEO President, and the ICC President at the close of the fiscal year a complete report of the year's work.
 - i. Perform audits of selected clubs, groups, and organizations.
 - j. Sit on the External Affairs Committee of the Board of Directors.
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5. The duties of the Electoral Officer shall be:
 - a. Supervise and coordinate all aspects of SGA elections, including but not limited to election forums, packets, and publicity.
 - b. Sets up all election schedules.
 6. The duties of the Publicity Officer shall be to:
 - a. Coordinate publicity for all SGA activities.
 - b. Maintain and update the SGA web-site and brochure to keep the Sweet Briar community and outside communities informed of SGA business.
 - c. Maintain the SGA bulletin board.
 - d. Display voting records of motions on the SGA Bulletin Board and on the SGA website.

B. Standing Committees:

1. A full constitution or set of procedures and guidelines of each Standing Committee is on file with the President of SGA. The officers of SGA shall approve all constitutions and by-laws of standing committees. Constitutions and by-laws of standing committees shall be amended by the same procedure as that used for amendments to the SGA constitution. Standing Committees included under SGA are the following:
 - a. Academic Affairs Committee
 - b. Campus Events Organization
 - c. Day and Turning Point Group
 - d. Inter-Club Council
 - e. Judicial Committee
 - f. Residence Life Committee

C. Subcommittees

1. Budget Committee
 - a. The Committee is co-chaired by the Treasurer of the SGA and the Inter-Club Council President and consists of the treasurers of the Sophomore, Junior, and Senior classes and the CEO President. If the Committee convenes after First Year elections, the First Year Treasurer should be included.
 - b. Power and duties of the Budget Committee shall be to advise and assist the Treasurer of the SGA and the Executive Board on financial policies, budgets and other related matters.
 - c. The committee will meet in the fall to review budget proposals and to prepare the budget.
 - d. The committee will meet periodically to review additional budget proposals.
2. Student Business Office (SBO)
 - a. The SGA Treasurer will be the Chief Financial Officer of the Student Business Office.

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- b. The SBO will be made up of two positions, the Bookkeeper/Accounting Clerk and the Accounts Payable/Cashier, compensated by and chosen by Co-Curricular Life through an application process. These positions will hold weekly office hours.
 - c. The duties of the office will be to account for all monies allocated by the Budget Committee, and conduct business for all Classes, Clubs, Groups and Organizations on campus.
 - d. Month-end reconciliation and day-to-day activity will be recorded and done by the SBO Bookkeeper/Accounting Clerk. All check requests and deposit slips will be handled by the SBO Accounts Payable/Cashier.
 - e. The SGA Treasurer and the SGA President will be co-signers on the SGA/CEO bank account.

SECTION III – Campus Discussions

- A. Campus Discussions will be called by the SGA Executive Committee, and presided over by the President of SGA. The SGA Secretary will record and distribute a transcript of the discussion.
 - 1. Campus Discussions shall be open to the Sweet Briar community and will serve as the principal agent of communication between students, faculty, and administration.
 - 2. Campus Discussions will be held in place of a regularly scheduled SGA meeting. The standard attendance policy for officers will apply in that all officers of SGA are required to attend.
- B. Campus Discussions include any major policy question or matter affecting the college community which is brought to the attention of any SGA members. If necessary, participants will make recommendations to the proper body regarding topics discussed.

SECTION IV – Elections

- A. Distribution of Positions
 - 1. Distribution of Class offices. The entire student body shall elect:
 - a. From the Rising senior class: the President of SGA, the Vice-President of the SGA, the Co-Chairs of the Judicial Committee, and the Chair of the Academic Affairs Committee.
 - b. From either the rising Senior class or the rising Junior class: the Treasurer of SGA, the Inter-Club Council President, the Campus Events Organization President, two Judicial Committee Secretaries, and Academic Affairs Vice-Chair.
 - c. From the rising Junior class: the Secretary of the SGA.
 - d. From the rising Sophomore class: the Electoral Officer and the Publicity Officer of the SGA.
 - e. From the First Year class: the CEO Administrative Assistant.
 - f. From any rising class: Vice President of CEO.

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2. Each class shall elect:
 - a. Judicial Committee Representatives;
 - b. Class Officers (President, Vice-President, Secretary, and Treasurer).

B. Timing of Elections

1. First Year Elections should be held at the end of the sixth week of the Fall Semester.
2. Spring Elections should be held during the month of February.
3. Senior Elections should be held at the end of March or the beginning of April.

C. Guidelines for Nominations for every elected position:

1. To be a candidate for an elected office, a student must submit her name at a time and place designated by the Electoral Officer of the SGA. In the event that a student is abroad, she may either nominate herself or may have a resident student nominate her by proxy.
2. With self-nomination, there is no campaigning. Each student is required to submit two copies of a platform that includes her intentions which will be displayed in two locations on campus upon verification and approval of the candidate meeting the election criteria. In the event of a run-off, the candidates involved may submit a new platform.
3. All nominations will be sent to the Registrar's Office for verification of GPA.. A student must have a minimum 2.5 GPA and be in good academic standing in order to self-nominate.
4. Students must be in good honor standing in order to self-nominate.
5. Spring Elections shall consist of: Group I Elections (the six Executive Committee Officers), Group II Elections,(Academic Affairs Committee, Campus Events Organization, Inter-Club Council, and Judicial Committee positions), Group III Elections (positions elected by each class), Group IV Elections (unfilled positions). Fall Elections shall consist of: First-Year Elections.
6. All candidates will participate in candidate forums once the candidates' platforms have been approved and posted. These candidate forums will be organized and executed by the SGA Electoral Officer.
7. Candidates are encouraged to participate in optional electoral events as organized and executed by the SGA Electoral Officer.
8. SGA elections shall be conducted by the Executive Committee in place of the Electoral Officer at the time it deems best (for instance, when the Electoral Officer is a candidate in an election).
9. Newly-elected officers shall assume their duties at the spring transition with the understanding that old officers complete already-begun projects and those students sitting as representatives to the Board of Directors represent the students at the spring Board of Directors Meeting. In the event that the new officer is abroad in the spring of her new term, the current officer will hold her position until the end of the academic year, unless otherwise determined.

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10. If the position remains unfilled after Spring Group IV Elections, or on the occasion of a resignation from or vacancy of an elected office, SGA Officers will discuss and decide how to address the opening on a case by case basis and an emergency SGA meeting may be called in this situation, unless otherwise noted.

D. Guidelines for Campaigning

1. Minimal campaigning will be allowed during elections. Campaigning shall be limited to flyers and verbal campaigning.
 - a. Flyers must be submitted to the Electoral Officer at the time of nomination. The number and size allowed will be determined by the Electoral Officer prior to the opening of nominations. The Electoral Officer will be responsible for copying the flyers at the SGA's expense, posting them in designated areas, and removing them at the end of the election cycle. Each flyer may only represent one candidate.
 - b. Verbal campaigning will be permitted. Campaigning shall be conducted in a manner that only benefits the candidates. No candidate can use public slander in order to diminish another candidate's credibility, in accordance with the regulations stated in the Student Handbook.
2. Any candidate who is reported for slandering other candidates, or campaigning more than is stipulated, will have to meet with the Executive Committee of the SGA and the Non-Academic Judicial Chair. Based on their judgement, the candidate may be asked to withdraw her candidacy and could be brought up on Non-Academic Judicial charges.
3. Students who are not running in an election must follow the same campaigning regulations as candidates, and are subject to the same penalties as stated above.

E. Guidelines for Elections

1. For each regular election, there shall be at least one "no vote" on the ballot. For elections involving more than one position to be filled, the number of "no votes" will equal the number of positions to be filled. Any student running unopposed will have her name placed on the ballot along with a "no vote". If there is a majority of "no votes" another election will be called by the Electoral Officer of the SGA after consultation with the Executive Committee, and that candidate will no longer be eligible to run for that position.
2. The winner of an election must have at least 50 percent of the votes plus one.
3. If there is no declared winner after the first election, the top two candidates will be placed on a runoff ballot, where "no vote" is no longer present. The winner of the election will be determined by a plurality of votes.

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4. The election results will be verified by the Electoral Officer of the SGA and one other member of the Executive Committee of SGA. In the event that she is a candidate for office, or if the Electoral Officer is unavailable, the election verification will be supervised by another SGA Executive Committee member.
 - a. All officers of the SGA are expected to do poll duty during elections. When an officer is a candidate for office, she may not participate in poll duty for that election, but will make up her time in another election cycle. Poll duty is required of all SGA Officers at least once a semester.
 5. Any student who finds that she will not be on campus during voting hours on election day may obtain an absentee ballot from the Electoral Officer of the SGA prior to the election.
 6. There will be a hard copy of all election results kept on file in the SGA Office. Any student may request to see election results within seven days of the election by contacting the SGA Electoral Officer and signing a confidentiality agreement. Results may not be published or posted at any time.

SECTION V–Amendments to By-Laws

SGA and Standing Committee By-Laws shall be amended by the same procedure as that used for amendments to the Constitution.

SECTION VI–Robert’s Rules of Order

Unless otherwise specified, all procedural methods adopted by the SGA will be in accordance with Robert’s Rules of Order.

2004-2005 SGA and Class Officers

SGA Executive Officers

President	Michelle Moshier
Vice-President	Katie Vaughan
Secretary	Amy Walker
Treasurer	Kimberly Wilson
Electoral Officer	Lynnsey Kraus
Publicity Officer	Emily Olson
Academic Affairs Chair	Jennifer Sirois
CEO President	Renee Modzelewski
Inter-Club Council President	Cara Cherry
Judicial Committee Academic Chair	Ashley Forehand
Judicial Committee Non-Academic Chair	Page Napier
Day Student Representative	TBA
Residence Life Chair	Joyce Scott (plus Class Vice Presidents)

Class of 2005 Officers

President	Sheena Belcher
Vice-President	Amanda Watts
Secretary	Beth Farnsworth
Treasurer	Joyce Scott
Judicial Committee Representative	Susanna Knouse

Class of 2006 Officers

President	Leigh Darrell
Vice-President	Paula Kirkland
Secretary	Laura Pierce
Treasurer	Katie Vaughan
Judicial Committee Representative	Michelle Badger Katie Dobie

Class of 2007 Officers

President	Irene Maslanik
Vice-President	Amelia White
Secretary	Marissa Wikes
Treasurer	Shelby Simon
Judicial Committee Representatives	Rebekah McSpadden Natalie Pye

Inter-Club Council

The Inter-Club Council (ICC) represents all clubs, groups, and organizations (CGOs) as defined below. The business of CGOs is managed by the ICC which consists of the President of the Inter-Club Council who shall serve as Chair of this committee, Tap Club Chair, Community Awareness Chair, Education Chair, and Secretary. The President will be elected from the entire student body, and must be either a junior or senior. The club representatives will be elected, through self-nomination, from the Inter-Club membership (all those involved in clubs or organizations). The advisor to Inter-Club Council will be the Director of Student Activities and Programming. The purpose of the Inter-Club Council will be to review club activity and conduct training workshops for club officers, e.g. workshop on budget management for club treasurers. The Council will approve club constitutions, review new club proposals, and make financial recommendations regarding clubs to SGA. The Council will also serve as the body to educate clubs about standards of group behaviors and the Dean of Co-Curricular Life will be consulted and advised on matters which violate the policy on hazing and standards of group behavior. If a group is found responsible for violating said policy, the Dean of Co-Curricular Life will be notified of decision and sanction(s). A listing of clubs and organizations can be found at www.studentactivities.sbc.edu.

Constitution of the Inter-Club Council (as passed on November 29, 1999, modified on March 19, 2001, March 26, 2001, February 11, 2002, January 20, 2003)

Article I – Name

A. The name of the organization shall be the Inter-Club Council of Sweet Briar College, hereafter referred to as the ICC.

Article II – Purpose

A. The purpose of the ICC, a standing committee of the Student Government Association (SGA), shall be to:

1. Foster the establishment and participation of clubs and organizations (CGOs) needed to enrich student life on campus.
2. Educate all students about the *Policy on Hazing and Standards of Group Behavior*.
3. Review matters that may violate the *Policy on Hazing and Standards of Group Behavior*.

Article III – Membership

A. All students at Sweet Briar College shall be members of the ICC.

1. Members may be called on at any time to serve as jurors in a hazing trial.

B. The rights of all members shall include:

1. Participation in CGOs of the College as outlined in each CGO's constitution.
2. Present amendments to the ICC Constitution and Bylaws.

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3. Bring charges against CGOs for alleged violations of the *Policy on Hazing and Standards of Group Behavior* to the ICC President.
 4. Create new CGOs as approved by the Officers.

Article IV – Executive Powers

- A. The powers of the ICC shall be exercised by the Officers, consisting of the following:
 1. President, Media Organization Chair, Tap Club Chair, Community Awareness Chair, Education Chair, and Secretary.
 2. All Officers shall have one vote. In the event of a tie, the President shall cast the deciding vote.
- B. The Powers exercised by all Officers shall be to:
 1. Administer the ICC Constitution and Bylaws.
 2. Consider amendments to the Constitution and Bylaws in accordance with ICC and SGA guidelines.
 3. Review all petitions for the removal of any Officer. Should an Officer be found negligent in her duties, the ICC shall bring the matter before the voting members of the SGA as described in the SGA constitution.
 4. Hold open meetings as needed, but not less than annually, to educate the members about the *Policy on Hazing and Standards of Group Behavior*.
 5. Approve petitions for new CGOs.
 6. Approve constitutions of all CGOs annually.
 7. Review CGO activity every semester, and, when necessary, declare CGOs inactive or dissolved.
 8. Conduct training workshops for CGO officers as needed, but not less than annually.

Article V – Amendments

- A. Any member of the ICC may propose amendments to the Officers.
- B. Officers shall review all proposals and make recommendations to the SGA.
- C. All amendments must be passed by the SGA voting members in order for the Constitution to be modified.

NOTE: By-laws can be obtained through the Inter-Club Council President or go to www.studentactivities.sbc.edu/cocurricularlife/osap.

Section II

The Honor System

From the founding of the institution, Sweet Briar College's Honor System has been based on two ideas:

The Honor Principle

Sweet Briar women do not lie, cheat, steal, or violate the rights of others. This code of honorable behavior pervades and defines all aspects of the life of the college. Personal honor and individual responsibility are essential to student conduct in both academic and non-academic life: therefore, the honor code is composed of standards guiding her actions academically as a student, and residentially as a member of the college community. The Honor Code and the Judicial system are the means of realizing and implementing this principle. By matriculating, the Sweet Briar student agrees to uphold the honor principle without reservation.

Student Self-Governance

Sweet Briar women consciously choose to govern themselves by the high standards of the honor principle, and with this comes the privilege and responsibility of administering and enforcing this code on the actions of herself and her peers.

If she believes she has broken either the Standards of Academic or Non-Academic Conduct, she must report herself to a member or chair of the Judicial Committee. If she has direct knowledge that another student has broken the Standards of Academic or Non-Academic Conduct, she must report the violation to a member or chair of the Judicial Committee within 72 hours. She can also ask the student she believes committed the violation to report herself within 72 hours to a member or chair of the Judicial Committee. The Honor System can only work if Sweet Briar women strive to incorporate the honor principle into their own behavior, and expect no less from their peers.

The Faculty, the Deans, and the President have legitimate and compelling interests, perspectives, and expertise in the administration of the Honor System, and so participate in the process at critical junctures. But its legitimacy resides in the practical administration of the system by the students of Sweet Briar College.

These two precepts — the honor principle and student self-governance — define the structure and process of the Honor System. The honor principle leads to a code of behavior with standards governing her academic behavior as a student and member of the scholarly community, as well as standards

governing her non-academic behavior as a resident of College housing and a member of the Sweet Briar community. Student self-governance leads to the judicial system being run by students elected by their peers, or selected by lot to serve as jurors and pass judgment and impose sanctions for violating the code.

Each student is required to adopt these precepts and to uphold them during the duration of her career at Sweet Briar. After passing the Student Government Association handbook test, every student is expected to sign the Honor Pledge, without reservation. Each time a Sweet Briar student signs her name to anything, she acknowledges her promise to uphold the honor pledge.

Sweet Briar Honor Pledge

Sweet Briar women do not lie, cheat, steal or violate the rights of others. Therefore, I pledge to uphold all standards of honorable conduct. I will report myself and others for any infraction of this pledge.

The following three sections detail the structure and process of the student judicial system. Part I describes the Standards of Academic and Non-Academic Conduct, as well as detailing the student's rights. Part II describes the Judicial Committee's membership and composition, and internal processes and procedures. Part III describes the judicial process and procedure for the handling of cases, giving particular detail to the rights of students and safeguards to insure fundamental fairness in the functioning of the Honor System.

I. Sweet Briar College Honor Code Standards of Conduct

Standards of conduct are not exclusive to their respective areas. Under certain conditions, academic standards may apply to non-academic situations and vice versa.

A. Honor Code Standards of Academic Conduct

1. The following actions, among others, constitute a violation of the Honor Code Standards of Academic Conduct:
 - a. Intentional or accidental plagiarism (see also pages 56-58) in a formal academic exercise, which includes, but is not limited to:
 - i. direct or literal copying of a source without proper attribution;
 - ii. paraphrasing or constructing a “mosaic” of a source without proper attribution;
 - iii. use of an author’s “apt phrase” without proper attribution;
 - iv. resubmission of one’s own work in another academic exercise without the knowledge of both instructors;
 - v. submission of another’s work in whole or part with intent to deceive.
 - b. Giving or receiving unacknowledged or unauthorized aid in a formal academic exercise; or intentionally violating the terms or rules of an academic exercise.

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- c. Intentional falsification of data or sources in a formal academic exercise.
 - d. Deceiving or lying to a Faculty or Staff member or Administrator concerning the compliance with the terms, conditions, or requirements of an academic exercise; or to gain release from an academic requirement, rule, or exercise.
 - e. Deceiving or lying to a member of the Judicial Committee in the investigation or adjudication of an issue before the Judicial Committee.
 - f. Failure to take “constructive action” after potentially committing, or having direct knowledge of a potential commission of a violation of the Honor Code Standards of Academic Conduct. “Constructive action” constitutes reporting the potential violation within 72 hours to a member or chair of the Judicial Committee.
 - g. Failure to perform or comply with terms of sanctions.
2. The act of submitting work or participating in a formal academic exercise constitutes an honor pledge on the part of the student to abide by the Sweet Briar College Honor Code Standards of Academic Conduct. To acknowledge her commitment to live by the standards of the honor principle, she is to sign “I Pledge” and her name to all work that she submits in a formal academic exercise.

B. The Honor Code Standards of Non-Academic Conduct

- 1. The following actions, among others, constitute a violation of the Honor Code Standards of Non-Academic Conduct:
 - a. The repeated or serious violation of community living agreements or contracts, or the Terms and Conditions of Residency (see Section IV).
 - b. The intentional or attempted assault of another member of the College community.
 - c. The intentional unsanctioned use, abuse, taking, destruction, sabotage, misappropriation, or vandalism of the private property of other members of the SBC community, or of college property [such as SGA funds or accounts, IDs, keys, computer systems, and dining hall implements]; or the appropriation for exclusive personal use of community property.
 - d. The intentional disruption or obstruction outside the boundaries protected by the First Amendment of legitimate College operations and activities; giving false information to or defying a legitimate request of a College official; or failing to perform or comply with the terms of a sanction.
 - e. The intentional invasion of the privacy of another student, which constitutes:
 - i. the disclosure of confidential information contained in another student’s official College admissions, academic, computer, or

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- disciplinary files or records; or accessing or disclosing private information such as bank records;
- ii. a member of an honor jury or of the Judicial Committee discussing the specific identifying facts of a case outside of the formal hearing process or legitimate Committee business; anyone involved in mediation or trial may not disclose information at any time;
 - iii. a student who initiated a complaint discussing the specific identifying facts of the case with students other than members of the Judicial Committee;
 - iv. a student under investigation confronting the student who initiated the complaint or witnesses before onset of the hearing process or after the investigation or hearing are completed;
- f. The violation of the officially published College policies such as alcohol, drugs, smoking, hazing, sexual harassment, anti-discrimination [see section 3].
- g. Violating the honor principle while representing Sweet Briar
- h. The serious violation of Federal, State or local law, [including check fraud, and the sale of controlled substances]. Membership in the Sweet Briar community does not mean privileged or immune status from local, state, or federal laws. In situations involving the serious violation of state or federal law, the College reserves the right to proceed against the student in question independently of whatever actions are taken by governmental authorities.
- i. Failure to take “constructive action” after potentially committing, or having direct knowledge of a potential commission of a violation of the Honor Code Standards of Non-Academic Conduct. “Constructive action” constitutes reporting the potential violation within 72 hours to the Judicial Committee Non-Academic Chair.
2. If you are involved with or formally contacted by the Judicial Committee concerning a judicial process or proceeding (i.e. mediation, witness, juror, student advocate) you are bound to confidentiality concerning any process or procedure. The accused may divulge the outcome but not the specifics or that of the names involved unless otherwise directed by the Judicial Chair or Deans.

C. Sanctions

A student with unfinished business with the College or judicial system, who intends to do a leave of absence or withdrawal, is still subject to all the proceedings and outcomes of the Judicial Committee.

The following sanctions may be imposed upon any student found to have violated the Honor Code Standards of Conduct:

- a. **Official Warning:** An oral or written reprimand that does not become a part of the student’s record.

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- b. Loss of Privileges: Denial of specified privileges for a designated period of time.
 - c. Fines: Established and published fines may be imposed which the student will need to pay within a designated period of time.
 - d. Restitution: Compensation for loss, damage or injury through the payment of money.
 - e. Compensatory Service: Assignment to an appropriate work requirement related to the offense. A minimum number of hours would need to be completed within a specified period of time.
 - f. Referral: to support services and/or educational programs.
 - g. Disciplinary Probation: The student is placed on probation for a designated period of time. Probation is defined as the middle status between good standing and suspension. If another violation is found to have occurred during the probationary period, the student will face more severe sanctions. This could include the student being automatically suspended from the College.
 - h. Honor Probation: The student's honor privileges are revoked for a designated period of time, which is recorded on the student's transcript during the probationary period. If another violation is found to have occurred during this time, the student will face more severe sanctions. This could include the student being automatically suspended from the College. The revocation of honor privileges includes suspension of the pledge, which entails losing the validity of her signature temporarily in the Sweet Briar community. A student with a suspended pledge cannot take an unproctored exam or utilize charge privileges on campus.
 - i. Suspension from the College: The student is removed from the College for not less than the remainder of the semester in which the offense occurred. At the end of the suspension period the student can rematriculate, but the suspension remains on the permanent transcript. Conditions for the student's return may be specified.
 - j. Dismissal from the College: The student is removed from the College and can return only after giving concrete evidence of reformed character. These conditions for the student's return will be specified. The dismissal remains on the permanent transcript.
 - k. Expulsion from the College: The student is permanently removed from the College. The expulsion remains on the permanent transcript.

The following sanctions may be imposed upon clubs, groups, or organizations:

- a. All of the above sanctions listed, a through k.
- b. Deactivation: Loss of privileges, including College recognition and/or funding for a specified period of time.

More than one of the above sanctions listed may be imposed for any single violation.

The following interim sanctions and processes are available in emergency or extraordinary situations:

In certain circumstances, the Dean of Co-Curricular Life may impose a suspension pending an assessment and/or a hearing before the Judicial Committee. The appropriate circumstances for an interim suspension may be imposed only as follows:

- i. to ensure the safety and well-being of members of the College community;
- ii. to preserve College property;
- iii. to ensure the student's own physical or emotional safety and well-being;
- iv. if the student poses a definite threat of disruption or interference with the normal operations of the College.

During interim suspension, the student shall be denied access to the residence area and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. A determination of the appropriate circumstances and the extent of the interim suspension shall be made at the sole discretion of the Dean of Co-Curricular Life. In certain circumstances, the Director of Residence Life and Housing, under the direction of the Dean of Co-Curricular Life, may impose a mandated room reassignment or other restrictions prior to a hearing before the Judicial Committee. Whenever interim sanctions are imposed, a hearing shall be convened at the earliest possible time. The interim sanction may remain in effect until a final decision has been reached, including the appropriate appeals process.

In any extreme or clearly dangerous situation the judgment of the President of the College suffices to enforce a decision of temporary suspension and removal from the College until a hearing before the Judicial Committee can be arranged. This procedure will be accomplished as quickly as possible. The College further reserves the right to exclude at any time, following established procedures that protect individual rights, any student whose conduct or academic standing it regards as unacceptable in a community of scholars and students. Any student accepting a place in the Sweet Briar College community should know that the College will not tolerate illegal acts or extremes of social behavior which ignore the right of others or are injurious to the individual, the community, or to the College itself.

Statement of Student Rights

Sweet Briar students have the right:

1. to the presumption of student innocence and veracity by Faculty, Administration and Staff in all disciplinary processes;
2. to the protection of fundamental fairness in the administrative and disciplinary process;

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3. to representation and impartial advice from within the College community during any disciplinary process and hearing, and appeal of any decision to the President of the College;
 4. to the expectation and preservation of privacy in the investigation and adjudication of any administrative or disciplinary process;
 5. to an education, and to the legal use of the services and facilities intended for student development;
 6. to organize their personal life and behavior and to pursue individual activities, except when they interfere with the rights of others or violate College, local, state, or federal policies;
 7. to carry on any activity which expresses grievance held against, or changes desired in, society at large, or internally within the College, within the parameters of currently defined constitutional boundaries.

A Joint Statement on Rights and Freedoms of Students, which has been endorsed by the Association of American Colleges in 1969, has been adopted by the Board of Directors subject to certain provisions and stipulations relevant to the educational purposes and administrative system of the College, and is available in the Dean's Office for review.

II. The Judicial Committee

A. Jurisdiction and Power

All judicial powers of the Student Government Association, and the responsibility for administering the Honor Code, are the responsibility of the Judicial Committee. It is through the disciplinary process overseen by the Judicial Committee that all violations of the Honor Code Standards of Academic and Non-Academic Conduct are to be ultimately resolved.

The Judicial Chairs, the Dean of Co-Curricular Life, and the Director of Residence Life and Housing have the responsibility to establish and administer a hearing process for the enforcement and adjudication of minor infractions of the rules and regulations governing residential life, and to refer repeated or serious violations of these regulations to the regular process of the Judicial Committee for disciplinary action. The outcomes of this mediation process should be published following the same procedures of the Judicial Committee as printed in Section F - Public Notification.

B. Membership

The Judicial Committee is composed of the elected students, faculty, and administrators responsible for enforcing the Honor Code Standards of Academic and Non-Academic Conduct. The rules and processes governing the election, removal, or replacement of student members of the Judicial Committee are to be determined by the Executive Board of the Student Government Association. The Committee members must remain on campus until the last day of the exam periods.

1. Student Members

- a. All candidates for the committee must not have any prior history of being found guilty of an honor violation, nor at any time during her term may she be found guilty of an honor code violation;
- b. The Judicial Committee is led by two Chairs, who must be seniors with previous Judicial Committee experience. They share the duties as the presiding officer in hearings. One serves as the principle chair for Academic Code hearings and the other for Non-Academic Code hearings;
- c. Two Secretarial positions will be open to both the junior and senior classes. Both secretaries should have prior experience on the Committee and must reside on campus;
- d. Three Student Representatives, two juniors and one senior. In the event that positions are not filled with the first election, the representative positions may be opened to both classes;
- e. Four Student Representatives, two first-years and two sophomores.

2. Faculty Members — Two professors elected by the faculty.

3. Administrators

- a. The Dean of the College [or designate to act in his/her place]
- b. The Dean of Co-Curricular Life [or designate to act in his/her place]

C. The Honor Advisor

The Deans will appoint one faculty/staff member to serve as Honor Advisor. The Honor Advisor is not a member of the Judicial Committee. Rather, the Honor Advisor serves as an independent and impartial advisor to members of the community concerning the Honor System, as well as educating the community about the Honor System. In addition, the Advisor will coordinate training for the Judicial Committee.

D. Internal Rules of Procedure

The Judicial Chair and Committee have the power to establish rules for the smooth operation of the system for that year, including the assignment of responsibilities among the student representatives. The Judicial Committee Policies and Procedures are not binding unless readopted. A written copy of the rules must be filed by the Secretary and a copy kept with the Dean of Co-Curricular Life. These internal rules are available for review by any student or faculty/staff member.

E. Conflicts of Interest and Recusal

A Committee member who is the student in question in an investigation must recuse herself from the Committee until her situation is resolved. If a member of the Committee feels that she cannot act fairly and impartially in a situation she may recuse herself. In the case of the recusal of both the Chairs,

the Dean of Co-Curricular Life has the authority to appoint a temporary Judicial Chair from the membership of the Student Government Executive Committee. A temporary chair should, but is not required to have, previous Judicial Committee experience.

III. The Judicial Process

A. Investigation

Referral of a potential violation of the Honor Code Standards of Academic or Non-Academic Conduct is made to the Judicial Chair, who notifies the appropriate Dean. Reporting oneself to the Judicial Chairs at the request of another is not necessarily nor should it be construed as an admission of guilt.

In a situation involving the violation of the Terms and Conditions of Residency, or first offense alcohol policy violations, the referral is to the Director of Residence Life and Housing, who will address the incident according to the procedures established by the Judicial Chairs and the Dean of Co-Curricular Life.

In all other situations, a Committee Representative is assigned to be the Student Investigator, who, with the advice and counsel of the Deans or the Chair, gathers evidence, interviews witnesses, and investigates the potential violation. In a situation where the student in question did not initiate the investigation by turning herself in, she should be directly and personally notified by the Judicial Chair. The notification should be only of the potential violation in question, and of the investigation process. The investigation is to be conducted with the utmost tact, discretion, and concern for the privacy of all involved, particularly and primarily the privacy of the accused individual. The Student Investigator may not have access to any academic or disciplinary files, nor consider a student's prior record. The standard for determining the appropriateness and usefulness of evidence by the Chair and/or Investigator, is whether its use is "reasonable" to the average person. Only information of which the witness has direct knowledge can be considered.

The student in question is not required to give information or a statement, nor should this refusal be taken as an admission of guilt. She can also seek the help or guidance, as stated under Student's Rights, of another student, the Honor Advisor, or another member of the College community.

If upon initial investigation the Student Investigator, the Dean, and the Judicial Chair determine there is insufficient evidence of a violation, the case is dismissed. All records, files, or notes of the Student Investigator are to be erased or destroyed, and the student in question is notified directly by the Judicial Chair.

B. Mediation Hearing

Upon determining that there is sufficient evidence that a violation may have occurred, the individual student in question is called to a Mediation Hearing. The written notification must be issued 24 hours in advance, and give the time and place, the violation, and possible sanctions.

For a violation of the Standards of Academic Conduct, the Mediation Hearing will include the Judicial Chair, the Dean of the College, and, if appropriate, the Student Investigator, the Student Advocate and the faculty member or student accuser(s) involved.

For a violation of the Terms and Conditions of Residency, or first offense alcohol policy violations, the session will be adjudicated by the Director of Residence Life and Housing, who will adjudicate the incident according to the procedures established by the Judicial Chairs and the Dean of Co-Curricular Life.

For a violation of the Honor Code Standards of Non-Academic Conduct, the Mediation Hearing will include the Dean of Co-Curricular Life, the Judicial Chair, and, if appropriate, the Student Investigator, the student accuser(s), a designee of the Dean for secretarial purposes, and the Student Advocate.

The Mediation Hearing is not a Formal Hearing. No witnesses are called and the process is not adversarial. Rather, it is an opportunity for the situation to be discussed and an understanding reached. The student in question has the right to be assisted at the session by a Student Advocate, the Honor Advisor, or by a member of the College Faculty or Administration. A record of the session will be kept, and will be admissible if the matter is referred to a Formal Hearing.

The student can admit to a violation and accept the sanction determined in a Mediation Hearing. But the student also has the right to reject the determination, or forgo altogether a mediation session, and request a Formal Hearing. The Judicial Chair and the Dean also have the right to proceed to a Formal Hearing if the issue warrants it, or to call another Mediation Hearing if it would potentially resolve the issue. If the violation is serious and there exists the potential for suspension, expulsion, or dismissal from the College, a Formal Hearing is required, unless the student waives that right and accepts the sanction.

C. Formal Hearing of the Judicial Committee

The student in question is notified of the Formal Hearing of the Judicial Committee of the Student Government Association. The written notification must be 48 hours in advance, indicating the time and place of the hearing, the violation(s), a list of potential witnesses who may be called, the hearing procedure, and the possible sanctions. Also the accused student has access to all copies of any written statements available after submission of a written statement from the respective Chair or secretary. If the violation occurred during the exam period, the notification can be 24 hours in advance. The student may select or be assigned a Student Advocate to aid in the preparation for the hearing.

1. The Jury

For an Academic Conduct violation hearing, the jury will be four students and four professors. For Non-Academic Conduct hearings, the jury will be six students and two professors.

Faculty jurors are the two members annually elected to the Judicial Committee by the faculty; the other two for Academic Conduct hearings are to be selected by the Dean of the College.

The student in question can choose one of two methods for selecting student jurors for her hearing: they can be drawn randomly from the student body, or from the Judicial and Executive Committees of the Student Government Association. Upon receiving the hearing notification, the student in question must inform the Secretary of the Judicial Committee which type of selection method she wants. Once the selection process is begun, the student in question cannot change the process, or refuse a properly impaneled jury.

If the student body jury is chosen, student jurors plus a sufficient number of alternates will be selected randomly by lot by the Secretary. If the student leader jury is chosen, they will be drawn randomly by the Secretary from the membership of the Judicial Committee who have not had any dealings with the case, and from the membership of the Executive Committee of the Student Government Association.

Jurors will be notified personally by the Secretary at least 24 hours in advance of the hearing with the time, place, confidentiality rules and procedures of the formal hearing. At their discretion the appropriate Deans may excuse a student from service on a jury for sufficient cause or conflict of interest.

2. The Presiding Officer

The presiding officer of a hearing for Non-Academic and Academic Conduct cases will be the Judicial Chair, whose authority on the resolution of questions and adjudication of the process during the hearing is absolute and final. The presiding officer has the power to recess and recall a hearing as she determines necessary.

3. The Hearing Process

Admission of any person to the hearing shall be at the discretion of the Judicial Chair and the Deans.

In hearings involving more than one accused student, the Judicial Chair , at her discretion, may permit the hearings concerning each student to be conducted separately.

If the student in question fails to appear, after waiting a reasonable amount of time the hearing will proceed and a binding decision rendered without her.

There shall be a single written record of all hearings and mediations. The record shall cite the violation(s), the decision (responsible or not), a brief statement of the facts upon which the finding is based, and the disciplinary sanction(s), if applicable.

4. The Evidentiary Phase

After being called to order, the hearing begins with the presentation of the evidence and witnesses by the Student Investigator. The admissibility of evidence is at the discretion of the presiding officer based on “reasonability.”

Student witnesses are presumed to be guided by the Honor Principle, and may only give testimony to that which they know directly. The presiding officer, the Deans and the jurors may ask questions; admissibility is at the discretion of the presiding officer.

The student in question may not be compelled to testify against herself, and the jury cannot draw a negative implication from that refusal. Any member of the College Chaplain’s office or professional medical staff with whom the student has entered into a confidential, privileged relationship cannot be compelled to testify, except with the permission of the student in question. Any prior “bad acts” of the individual are inadmissible.

The Deans will insure that the privacy rights of all students under federal and Virginia law will be preserved and observed; this paramount legal obligation outweighs the authority of the presiding officer in issues of the propriety of evidence and questions.

The student in question and her Advocate/representative from the College community, have the right to be present for the entire evidentiary phase of the hearing. The student in question and the student accuser(s), if applicable have the right to question in turn all witnesses called by the Student Investigator, subject to limits of appropriateness and relevancy determined at the discretion of the presiding officer.

After the conclusion of the Student Investigator’s presentation, the student in question has the right to introduce evidence and call witnesses subject to the same limitations governing evidence and fundamental fairness imposed on the Student Investigator. Should there be new evidence or witnesses, the Chair must have copies and/or names of persons 24 hours in advance. The Student Investigator has the right to question any witnesses or evidence presented by the student in question.

5. The Deliberation Phase

At the conclusion of the student in question’s presentation, the evidentiary phase of the hearing ends. Only the jurors, the presiding officer, and the Deans remain to deliberate — while all deliberate, only the jurors vote.

The standard of guilt is a “clear and convincing consideration of the evidence,” which means that there is a high degree of certainty in the mind of the reasonable person that the violation occurred to find the

student in violation of the Honor Code. This standard of determination is greater than a “preponderance of the evidence,” which requires only that the greater weight of evidence be considered, but is less than the familiar “beyond a reasonable doubt” required for criminal convictions. Factors the jurors should consider are intent, motive, opportunity, deception, and malice.

Voting by the jurors is by secret ballot, and there must be unanimity to find the student in question responsible.

D. The Sanctioning Phase

If the student in question is found responsible, the sanction is determined by a majority vote of the Chair, the Dean, and the jury. During the consideration of sanctions, the prior academic and disciplinary record of the student can and should be consulted where appropriate, as well as the actual or potential consequences of the incident.

A faculty member who reports a violation of the Honor Code Standards of Academic Conduct retains the right to confidentially recommend a sanction to the Judicial Committee. She also has the right to take punitive action against the student in the class, but only after the resolution of the full judicial process. A student cannot withdraw or petition to change grade option in a class to avoid being sanctioned.

For a repeated or serious violation of the Terms and Conditions of Residency or matters referred by Campus Safety, the Director of Residence Life and Housing or the Chief of Campus Safety can recommend a sanction to the Judicial Committee pertaining to the revoking of privileges or the imposition of fines, restitution, or compensatory work.

Implementation and final evaluation of compliance with sanctions is to be done by the respective Chair in conjunction with the Deans. Failure to comply with a sanction is a serious violation of the Honor Code.

E. Appeals

Appeals must be made to the President of the College within 72 hours of the Formal Hearing. The grounds for an appeal must be either new evidence, or an error in the process of the hearing, either of which could necessitate a new hearing. In the preparation of an appeal, the student can have access to the record of the Mediation and Formal hearings, as well as consult with a Student Advocate or the Honor Advisor. If the sanction includes Suspension, Dismissal, or Expulsion, the student can also request a reduction of sanction by appealing for presidential clemency. Only one appeal is permitted, unless credible evidence is presented of a previously unknown gross violation of fundamental fairness by the Judicial Committee.

The President of the College, at her discretion, may appoint a Temporary Appeal Board to review the outcome of the initial hearing. The composition, process, and mandate of an appellate board is at the discretion of the President.

F. Public Notification

The outcomes of all Honor Code investigations, mediations, and formal hearings are to be publicly posted with due regard to the privacy of all concerned. Results of hearings should be posted soon after any appeal is over, whereas the results of investigations or mediations that did not come to formal hearing can be culled and posted twice a semester.

G. Preservation of Records

An official record of the incidents and decisions rendered will be maintained by the Deans. It is the job of the Chair of the Judicial Committee to keep and preserve the records and minutes of the meetings, investigations, and hearings of the Judicial Committee during the school year. **Notices of students on probation are sent to the student's faculty by the Judicial Chair each semester.** When the Committees docket is cleared at the end of the year, the Chair compiles for the Deans' statistics and records of the types of cases and outcomes of the year, and insures that all other records, notes, and files from the student members of the Committee are destroyed or erased.

Section III

College Policies

Code of Conduct

All members of the Sweet Briar community must be responsible for their actions and make sure these actions do not impose upon other community members. The College has the authority and responsibility to establish rules and standards which may require academic, moral, and ethical behavior that is considered above the standards of society at large. The principal responsibility for proper conduct rests with each student, and as much as possible, she is encouraged to resolve conflicts of individual rights and responsibilities herself. The College will become involved, however, when a student cannot resolve a conflict herself; when local, state or federal laws have been broken; when there could be or is a potential for personal harm or property damage; or when college regulations have been violated.

Sweet Briar requires students to obey local, state and federal laws. Also the College has regulations which it expects students to follow both on and off campus, and at college-sponsored events. Each student is reminded that, in her conduct off campus as well as on, she is a representative of the Sweet Briar community. She is charged with the responsibility to insure that at all times her conduct reflects creditably upon the good names and ideals of the College. The College does reserve the right to take action against students whose behavior either on or off-campus blemishes the College's general image or reputation. Students whose off-campus activities have a direct bearing on the College or members of the Sweet Briar community could be subject to disciplinary action. Also, if a student is involved in an illegal act off campus, the College does reserve the right to initiate disciplinary action.

Alcohol Policy

The College's statement on the use and possession of alcoholic beverages at Sweet Briar College has been developed to reflect the values of the College and to be in compliance with the Alcohol Beverage Control Laws of the Commonwealth of Virginia. Students are responsible for educating themselves about regulations and abiding by them. Students are considered adults, are expected to obey the law, and are held accountable for their own behavior and safety. As noted in the College's statement, only students of legal drinking age may possess and consume alcoholic beverages in her residence hall room. Common containers (i.e. beer balls, kegs) are not permitted in residence hall rooms. Students are expected to follow the proper procedures for securing appropriate location and obtaining proper permits for events where alcohol will be served. Per Commonwealth law, alcohol is not to be consumed in public areas, including residence hall lounges, hallways, stairwells, bathrooms, etc.

Students are expected to follow the proper procedures for securing appropriate location and obtaining proper permits for events where alcohol will be served. Sweet Briar College is committed to maintaining a healthy living and learning environment that encourages the lawful and responsible use of alcohol and discourages alcohol abuse. The College's Alcohol Policy is based upon the following objectives and premises:

- The decision to drink is an individual one that should be made responsibly, and in accordance with College, local, state, and federal regulations.
- Each individual who decides to use alcohol should do so in moderation and is accountable for their conduct. Any student who consumes alcohol accepts responsibility for their consequent behavior and may be disciplined in an appropriate fashion. In other words, being intoxicated will not be accepted as an excuse for erratic, irresponsible, and/or disruptive behavior either to one's person, or any other person(s), or to any property.
- No individual should be coerced or encouraged against her wishes to use alcohol. Nonalcoholic beverages must be available at all events where alcohol is being served or offered.
- The College is committed to providing ongoing education and assistance to students regarding the use and abuse of alcohol.
- Violations of local, state, or federal laws also constitute violation of College regulations. Individuals who violate these regulations could be subject to College disciplinary action, in addition to legal consequences.

The laws of the Commonwealth of Virginia apply in all cases to the use and possession of alcohol on Sweet Briar campus. The regulations of the Alcoholic Beverage Control Commission of Virginia require:

- That alcohol not be served to any person whom you know or have reason to believe is under 21 years of age; nor is permitted to consume any alcoholic beverage at a sponsored event.
- That alcohol not be served to any person whom is known or believed to be intoxicated.
- That the consumption of any alcoholic beverages by such person is not permitted at your event, and that you do not allow such person to remain in attendance at your event.
- That you acknowledge your role as an individual host or organization host - you can be held liable for alcohol-related accidents and/or injuries.
- That those who serve alcohol at your event must be 21 years of age or older.
- Virginia law does impose criminal liability for the sale or purchase of alcoholic beverages to any person who is underage or intoxicated. Violators may be subject to arrest, legal prosecution, and/or College initiated sanctions.
- Publicity for an event may not include the availability of alcoholic beverages.
- When alcohol is present, the host (event sponsor and/or room owner) must be 21 years of age or older.

It is the responsibility of each member of the Sweet Briar College community and sponsors of any College or private event to know and comply with all pertinent State laws and College regulations. Further, they must assume responsibility and potential liability in all matters of compliance with Federal, State, County, and College regulations regarding the consumption of alcoholic beverages. Lastly, each community member is expected to help prevent any misuse or excesses stemming from the use of alcoholic beverages. In particular, students are reminded of their general responsibility for the safety and welfare of one another, as well as their specific responsibility to the College community for the highest standards of conduct and behavior from themselves and their guests.

General Regulations and Guidelines

- Alcohol may not be used as a focus of membership or recruitment functions (e.g., clubs or special interest groups). In addition to internal disciplinary measures, the College will report to local law enforcement officials any conduct which may be a violation of Virginia's anti-hazing statements or alcoholic beverage control statute.
- At any event at which alcoholic beverages are served, food and nonalcoholic beverages must also be made available and readily accessible to guests for the duration of the event at the same vicinity as the alcoholic beverages and featured as prominently as the alcoholic beverages.
- Alcohol may not be used as a prize for any contest, nor may there be games which emphasize drinking alcohol, i.e. drinking contests.
- The possession or use of beer kegs is not permitted in the residence halls. This includes cardboard kegs and beer balls.
- Except for College-sponsored events and College-approved private parties, the consumption of any alcoholic beverage is not permitted in outdoor or other areas open to the "public view" on the Campus. This includes walking on campus or in public locations with an open container of alcohol (can, bottle, cup, etc.).
- The consumption of alcoholic beverages is not permitted in athletic facilities or classroom buildings unless a license has been secured for an event in one of these facilities.

Individual Consumption and Responsibility: Students of legal drinking age may possess and consume alcoholic beverages on campus in a responsible manner in the following areas:

- Residence Hall student rooms
- At registered private events
- In the Le Bistro
- At College events where alcohol is served or made available

An Open Events/College-Controlled Public Spaces is defined as events that are open to SBC students, their guests, and students from other colleges, in areas on campus for which the College has obtained (or can obtain) ABC licensing for the sale or service of alcoholic beverages. Areas included are the Bistro, Prothro Commons, outdoor Dells, the Boathouse, and other areas as approved by the Dean of Co-Curricular Life, or designee. Private Events are events at the Boathouse, E.B. Room, or other College locations that have been scheduled by the Director of College Events.

Regulations Governing Open Events/College-Controlled Public Spaces:

- Any approved student organization (e.g. CEO, a class, club, etc.) or the Division of Co-Curricular Life or other college office may sponsor open events in College controlled public spaces.
- A space reservation for open events must be obtained from the appropriate space keeper fourteen (14) working days prior to the scheduled event.
- If alcohol is to be served or made available, it must be served and consumed in a designated area. If the event is located at Prothro, the dell, the Bistro, the Boathouse or the E.B. Room, decisions regarding distribution and consumption of alcohol will be made on an event-by-event basis by the Dean of Co-Curricular Life, or designee.
- Residence hall public areas can be utilized by SBC students 24 hours per day/7 days per week for impromptu gatherings without alcohol. These areas may also be utilized by students and their male guests during visitation hours. At all times students must respect the rights of other students and the residents of a particular residence hall.

Regulations Governing Private/Social Events:

The following is a list of public areas which can be utilized by SBC students for scheduled events.

- Boathouse
- E.B. Room - Dew (ground floor)
- Reid Pit - Reid (basement)

Any approved student organization, college office or department, or any individuals or groups of students, staff, or faculty may sponsor private gatherings/social events in college-controlled public spaces (i.e. Boathouse, or the E.B. Room). The space must be reserved through the Director of Student Activities and Programming, and written approval for student events will need to be obtained from the Director of Student Activities and Programming as well.

When alcohol is to be served or made available, the event sponsors must obtain permission from the Dean of Co-Curricular Life, or designee, at least one week in advance, and agree to a system to control access to the event and for verifying a lawful process for the service and consumption of alcohol (e.g. picture IDs at door, use of stamp or bracelet, a viable way of designating

those of legal age to drink). Alcohol consumption in designated areas can not occur unless a Private Event Reservation Agreement Form has been filed. The size, nature, and location of the event will determine if a staff member, from Co-Curricular Life or the Department of Safety, should be present. All events may be “spot checked” by an officer. The consumption of any alcoholic beverage is not permitted in residence hall common areas, i.e. corridors, stairwells, and lounges. These regulations are subject to an ongoing review.

Drug Policy

The Drug-Free Schools and Communities Act Amendments of 1989, (PL101-226) require applicants for federally funded grants and contracts or student loans to implement a “program to prevent the use of illicit drugs and abuse of alcohol by students and employees.” Sweet Briar College fully intends to be in compliance with this law. Therefore, this notice sets forth the College policy regarding student drug and alcohol use and the unlawful possession of controlled substances. College policy is as follows:

- Students are expected and required to reside in our community at all times in appropriate mental and physical condition for pursuing a course of study. Students shall respect and maintain the campus as a drug-free, healthful, safe, and secure environment.
- The unlawful manufacture, distribution, dispensation, possession, or use of narcotics, hallucinogens, depressants, stimulants, marijuana, other controlled substances, and underage alcohol consumption on College premises, at College activities, or while representing the College off college premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and/or satisfactory participation in an alcohol and drug abuse counseling program, and may result in referral for legal prosecution. College disciplinary proceedings for violations shall fall within the provisions of Article VI of the Constitution of the Student Government Association. The conduct prohibited by this policy also is prohibited by federal, state, and local laws. Criminal and/or administrative penalties include suspension or loss of driver’s license, monetary fines and/or imprisonment. Particulars of these various laws are available from a local U.S. Attorney’s office, Commonwealth Attorney’s office, or law enforcement officials.
- The College recognizes drug or alcohol dependency as an illness and a major health problem. The use of illicit drugs or abuse of alcohol poses physical, mental, and emotional health risks, such as increased risk of cardiac, renal, and liver dysfunction; pre, peri, and postnatal complications, depression, and suicide. The College also recognizes drug or alcohol abuse as a potential threat to the health, safety and security of other persons or property. The College will make the following drug and alcohol services available to students who wish or need help. These services may be obtained on a voluntary basis or through referral when performance or behavior suggests a problem.

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- Immediate health care can be offered through the College Health Center (381-6140). If the situation warrants, a referral can be made for long-term care at an in or outpatient facility.
 - The Counseling Center offers free and confidential counseling and referrals for students in dealing with substance abuse problems.
 - Students who are placed under observation, hospitalized and/or need medical assistance due to substance use/abuse will be referred to a counselor for an assessment.
 - Students convicted of any criminal or administrative drug or alcohol offense shall report same to the Dean of Co-Curricular Life within five (5) days after conviction. The College will not disclose any such report of conviction except as provided by law and this policy.
 - Students must abide by the terms of the above policy, as a standard for participation and completion of a program of study at Sweet Briar College.
 - The College will conduct a biennial review of its program to determine its effectiveness, make changes where necessary, and ensure that sanctions are consistently enforced.
 - Federal, state and local law enforcement officials, including the Department of Safety, will be allowed to investigate and to conduct searches and seizures to the extent permitted by law.
 - Due to the seriousness of the issue, this Policy is subject to change at any time, as the Administration may deem necessary for the protection of person or property.

Smoking Policy

Secondary smoke has been determined harmful to health, therefore smoking is prohibited in public areas of all academic and administrative buildings, including laboratories, classrooms, seminar rooms, lounges and adjacent hallways and stairwells. Smoking is also prohibited in the gymnasium, Pannell Center, Library and the Babcock Fine Arts Center.

Smoking is not permitted in College residence facilities other than in a student's own room when the door is closed. Smoking is prohibited in any public area in the Residence Areas including elevators, bathrooms, lobby, lounges, hallways, etc.

Residents are expected to use caution when lighting, smoking and extinguishing cigarettes or other smoking materials. Students are liable for any injury to others and/or damage to property resulting from negligence.

Policy on Hazing and Standards of Group Behavior

PREAMBLE: Sweet Briar College's Moral, Ethical, and Legal Obligations

Sweet Briar is a student-centered college that values and promotes flexible learning and living experiences in a residential environment, encourages the physical well being of all members of its community, ethical awareness,

sensitivity to others, responsibility for one's actions, individual initiative, and the assumption of personal leadership. Hazing is contrary to these goals.

Hazing is an abuse of power and often serves to degrade and diminish those who seek membership into a group and is antithetical to the College's historical mission. At the founding of the College in 1901, Dr. Mary Benedict took a principled stand against hazing as divisive and regressive, preventing us from achieving our potential as an intellectual community.

Hazing serves no constructive role within the College. Hazing teaches that dominion over another should be exercised not with regard to decency and fairness, but arbitrarily and capriciously. It teaches that respect should be based not on a person's character, but on their unearned place in the social hierarchy. It teaches that simple cruelty is socially acceptable and tolerated. It also interferes with the academic mission of the College and the intellectual life of a community of scholars. Hazing is thus both morally and ethically wrong because it teaches the wrong lessons.

Moreover, hazing is a crime in Virginia. Virginia Code § 18.2-56 states:

It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, to any student at any school, college, or university.

Any person found guilty thereof shall be guilty of a Class I misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony.

Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof.

The president, or other presiding official of any school, college or university, receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student found guilty of hazing or mistreating another student so as to cause bodily injury, expel such student so found guilty, and shall make report thereof to the attorney of the Commonwealth of the county or city in which such school, college or university is, who shall present the same to the grand jury of such city or county convened next after such report is made to him.

Thus, the College has a legal obligation to punish hazing when it occurs. In addition, to fulfill its moral and ethical obligation, the College has established standards for group behavior. All student clubs and organizations are responsible for encouraging an atmosphere of learning, social responsibility, and respect for human dignity. They are also expected to provide a positive influence and constructive development for current members as well as aspiring members, by exercising good judgment as it relates to club and organization activities and requirements.

Individual and Group Responsibility

Hazing typically is done by groups and individuals within groups to prospective members being brought into the group. To prevent hazing, the policy provides for the sanctioning of any individual who hazes another as well as the offending group(s) as an entity. Therefore, individual members of the Sweet Briar community will be held responsible for their actions as will members of the community acting as a recognizable group.

As with sexual harassment and other forms of assault, an individual cannot legitimately consent to being hazed. At no time will implied or actual consent to participation in an activity by those being hazed be considered a defense against a charge of hazing by those doing the hazing.

All college-approved clubs, groups and organizations (CGO) will annually review the College Policy on Hazing and Standards of Group Behavior; both the advisor and the designated head of the CGO are required to return an acknowledgment to the Inter-Club Council that they have read the policy and discussed it with members of the club, group or organization. Each college-approved club, group and organization will include in its bylaws a statement about adherence to the College Policy on Hazing and Standards of Group Behavior. When appropriate, the organization must also include in its bylaws specific sanctions which will be applied to violations of the group's own rules. These rules and violations will be drawn up and made part of the group's bylaws in consultation with Inter-Club Council.

Potential violations of the policy on hazing and standards of group behavior are potential violations of the Honor Code Standards for Non-Academic Conduct and will be adjudicated as such, except as modified by the College's Anti-Hazing Rules and Procedures. A detailed description of the College's policy setting forth the adjudication procedures as well as available sanctions can be obtained from the Office of the Dean of Co-Curricular Life or the Judicial Committee. Hazing as defined by the College is broader than the definition set forth in the Virginia code, and is more particularly defined in the College's Anti-Hazing Rules and Procedures.

Presidential Review

The outcome of all investigations and hearings of potential violations of the policy on hazing and standards of group behavior will automatically be forwarded to the President's office for review. As the individual legally responsible for the compliance with state law, the president can accept or overturn any case outcome.

Sexual Harassment Policy

Sweet Briar College is committed to providing a learning and work environment free of unlawful harassment. In keeping with this commitment, the College prohibits and will not tolerate unlawful harassment because of sex, race, religion, creed, color, national origin or ancestry, physical or mental disability, medical conditions, marital status, age, sexual orientation or any other basis protected by federal, state, or local law.

Definition of Harassment

Harassment is behavior, directed at another person, that is abusive or demeaning and includes or implies a reference to the individual's race, religion, gender, national origin, or other protected status, and that has the purpose or effect of creating an intimidating or hostile environment, or interfering with the individual's work or academic performance.

Complaint Process

Harassment can be a very subjective area. What seems to be humorous or acceptable to one person may be perceived as offensive or inappropriate to another. Any employee or student who is confronted with behavior that they feel is harassing is encouraged to tell the person that they find the behavior offensive or bothersome. Often this is enough to stop the behavior. However, they are not required to confront another person directly, if they are uncomfortable doing so, or believe that such action may result in retaliation.

An employee who believes that s/he has been subjected to harassment has the right to make use of all the established procedures of the College, including the filing of a complaint. This may be done in accordance with the Employee Complaints and Grievances Policy.

Reports of harassment should be made promptly before the conduct becomes severe or pervasive. In an emergency situation, such as after normal business hours, or in the event an individual is concerned for his/her safety, he/she should contact the Sweet Briar College Department of Safety. As soon as possible thereafter, the individual should report any conduct that may be harassment to one of the appropriate contact persons.

Please refer to the following when reporting harassment complaints concerning:

Any member of the Sweet Briar community who feels that he or she has been the subject of sexual harassment should report the incident to the following College officials:

- Student Complaint: Dean of Co-Curricular Life
- Faculty Complaint: Dean of the College
- Staff complaint: Vice President for Finance and Administration

For complete policy, please see www.hr.sbc.edu.

Confidentiality

Confidentiality will be maintained throughout the entire investigatory process to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved. The persons charged with investigating the complaint must discuss the complaint or the underlying behavior only with the persons involved in the case who have a need to know the information, which must include the complainant and the accused harasser.

Statement of Compliance

Sweet Briar College provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972 as amended by Public Law 93-568. The College intends to adhere to the letter and the spirit of the law through a policy of nondiscrimination on the basis of sex in all College operations. This policy applies in particular to our education program, to all employees therein and to admissions thereto save where excepted under subpart C86.15 (a).

Anti-Discrimination Policy

In accordance with federal law and the law of the Commonwealth of Virginia, discrimination in educational programs or in employment on the basis of race, religion, nationality, sex*, age, handicap, veteran status, or sexual orientation by one member of the Sweet Briar community against any other member of the Sweet Briar community will not be tolerated. Discrimination encompasses any difference in treatment on a prohibited basis. **THIS PROHIBITION AGAINST UNLAWFUL DISCRIMINATION SHALL NOT IN ANY WAY ALTER, AFFECT, OR NEGATE THE AT-WILL STATUS OF ANY EMPLOYEE.**

Any member of the Sweet Briar community who feels that he or she has been the subject of any form of discrimination should promptly report the incident to the following college officials:

- Student Complaint: Dean of Co-Curricular Life
- Faculty Complaint: Dean of the College
- Staff Complaint: Vice President for Finance and Administration

Any member of the Sweet Briar community who engages in the behavior mentioned above is subject to disciplinary action, including dismissal. Conversely, where results of an investigation reveal that a complaint of discriminatory activity is frivolous or groundless, the individual having made such a complaint may be subject to the same disciplinary action, including dismissal.

** Unlawful sex discrimination includes, but is not limited to, sexual harassment as outlined in the College's separate policy on that subject.*

Involuntary Withdrawal Policy

Sweet Briar College may require a student to withdraw from the College under certain circumstances, for the protection of the student, the college, and/or other students. The details of these circumstances, and the standards and procedures regarding involuntary withdrawal are on file in the Office of the Dean of the College.

Intercollegiate Athletic Physical Examination Policy

All entering students are required to have had a recent physical examination, with a copy of the report on file at the Health Center. After the initial exam,

any student participating on a varsity or club team is required to have annual “follow-up” exams, which are on file at the Health Center. This exam must be on file before any coach is permitted to allow a student athlete to practice or play with the team.

Please see the college catalog and/or Faculty Rulings for other policies pertaining to the Athletic Department.

Policy on Confidentiality of Educational Records

In compliance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), Sweet Briar College’s policy has outlined herein establishes certain prerequisites and limitations on the release of educational records and personal identification data. The Act was designed to protect the privacy of educational records and to provide guidelines for the correction of incorrect or misleading data.

1. Annual Notice. The College will annually notify students of their rights under the Act by providing each student a copy of this Policy or a summary thereof.
2. Public Access. Certain information is considered public, and the College may release such information in its discretion. For example, unless a student files with the Registrar’s Office written notification to withhold disclosure, the College will release announcements of academic honors and awards and will verify dates of attendance, current enrollment status, classification, major field of study, and degree earned or anticipated. In addition, directory information consisting of names, local and home addresses, e-mail addresses, and campus telephone numbers will be published in the College directory.
3. Disclosure to Third Parties. Except as described in paragraph 2 and this paragraph, the College will not release personally identifiable information from educational records to third parties without the student’s prior written consent. The College may disclose personally identifiable information from educational records:
 - a. to College officials, including faculty, with a legitimate interest;
 - b. to certain federal, state, and local officials;
 - c. to organizations conducting certain educational studies or accrediting functions; to parents who submit documentation that the student is claimed as a dependent for income tax purposes;
 - d. in connection with a student’s application for or receipt of financial aid;
 - e. pursuant to a court order or subpoena, upon reasonable attempt to give advance notice to the student;
 - f. in connection with a health or safety emergency necessary for the protection of the student or others; and
 - g. to organizations or individuals as authorized in writing by the student.

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4. **Student Access.** A student may review her academic records by requesting this in person at the Office of the Registrar. The College will comply with a student's request to inspect and review other education records under this policy within a reasonable period of time, not to exceed 45 days from receipt of request.
 5. **Limitations and Restrictions on Disclosure and Access.** The term "education records" as defined by law and as used herein does not include
 - a. records made and maintained by individual faculty or administrative personnel;
 - b. law enforcement records;
 - c. records that only contain information after an individual is no longer a student;
 - d. employment records; or
 - e. health and counseling records submitted directly to or maintained solely by the student health and counseling center, except a student may request in writing a release of records to another health care provider.
 - f. Student access to records that are not education records is strictly within the College's discretion. In addition, students are not entitled to inspect and preview certain records, including confidential records and recommendations (if a student has signed a written waiver) and financial records. The College may in its discretion, require payment of all delinquent tuition and other outstanding amounts prior to providing copies of records in connection with any other disclosure or access. Students also are responsible to pay reasonable copying charges.
 6. **Records of Disclosure.** Except for access or disclosure under paragraphs 3(a), 3(d), 3(h), and 4 above, the College will maintain record of requests for access to and disclosure of personally identifiable information from education records, for a period of at least one year.
 7. **Types and Locations of Education Records.** The College maintains the following types of education records maintained at the locations indicated:

<u>Type of Record</u>	<u>Location</u>
Academic Transcript	Registrar's Office
Academic Folders	Dean's Office
 8. **Requests for Amendment of Records.** A student may request the College to amend an educational record believed to be inaccurate, misleading, or in violation of the student's rights. Such a request must be directed to the Registrar of the College for academic records. Upon request, a student shall have the opportunity for a hearing to challenge the content of the education records on the grounds of information being inaccurate or misleading or in violation of the student's rights. If the student does not prevail at the hearing, the student may add a statement to the record describing the student's challenge. Students have a right to file with the U.S. Department of Education a complaint concerning noncompliance with the Act or regulations.

Academic Policies

Class attendance

The College maintains that regular class attendance is essential to its educational plan. It is the responsibility of the student to attend all classes and to keep up her work. Faculty may take class participation into accounting in grading. Students residing in the residence halls are expected to maintain regular class attendance. Failure to do so can be reported to the Dean of Co-Curricular Life.

Pass/Credit/No Credit Grading Option:

A student with a cumulative grade point average of at least 2.000 may take one course each term on a "Pass/Credit/No Credit" basis with the approval of her advisor. A student in her first term at Sweet Briar is not eligible for this option.

Students who earn grades of "C-" or higher will receive a final grade of "P," those who earn grades of "D+," "D," or "D-" will receive a final grade of "CR;" and those who earn a grade of "F" will receive a final grade of "NC."

Dropping and Withdrawing from Courses

A drop takes the course completely off your transcript. A withdrawal is indicated by a "W" on your transcript and requires the signatures of both your instructor and your advisor.

While it is true that it is not a good idea to have too many "W"s on your record, there are occasions when it is the better alternative. Please consult with the Dean's Office if you have a question about this.

Drop and Withdraw deadlines for each semester are listed on the Schedule of Courses. These deadlines will be strictly enforced. If you have questions feel free to contact the Dean's Office or the Registrar; the deadlines are available on the Registrar's Office website (www.registrar.sbc.edu).

Eligibility

A student whose work is markedly below the average of "C" at the end of any academic term may be declared ineligible to return to the College or be advised to withdraw.

Academic Honesty

THE VALIDITY OF THE SWEET BRIAR DEGREE DEPENDS UPON THE INTEGRITY OF THE WORK WHICH IT REPRESENTS.

Therefore, principles of academic honesty are an essential part of the Sweet Briar Honor System.

A. Examinations and tests: All tests and examinations are given under the Honor System. The student's signature signifies that the information given on a test or paper is her own. It is regarded as a guarantee of honest work. (All students are required to sign a printed pledge on examinations and "I

PLEDGE" on all papers and tests. Only materials needed for examination may be brought into the examination room. For your own protection students are advised not to bring notebooks into classrooms where tests and examinations are held.)

B. Papers and Plagiarism

1. The presentation of the works or ideas of another as one's own work is plagiarism. This applies to online and electronic sources as well as printed materials. The wording used by others in expressing even commonly known facts is private property, and to include it in a paper as though it were one's own is dishonest. Ideas and facts not generally known and not commonly accepted still bear the personal impress of the people who formulated or discovered them, and it is dishonest for the student to present such facts and theories as though they were her own, even if the student makes changes in phrasing from what the originator used to express them. The student may use another person's work only if due credit is given.
 - a. Credit is given for the words of another by enclosing them in quotation marks or by indenting and single-spacing them.
 - b. Credit is given for the fact or idea of another, or the paraphrase or summary of another's work, by the footnote or parenthetical citation specifying the source. Acknowledgment must be made even though the student expresses the ideas and facts in words different from the source.
 - c. The exact source must be indicated. A quoted passage may range from a single work to a phrase, sentence, paragraph, or series of paragraphs.
 - d. Every quotation must be exact. If words or phrases within a quotation are omitted for the sake of brevity, three dots (...) should be used to indicate the omitted portion.
 - e. If such words as pronouns or proper names in a quotation are not clear, an identifying or explanatory word may be inserted by the student. This editorial material must be enclosed in square ([]) brackets.
2. An example of the dishonest use of material follows:

The following is quoted in its entirety from *Writing Research Papers; A Complete Guide* by James Lester: 1

Original Material:

Wuthering Heights is the most remarkable novel in English. It is perfect, and perfect in the rarest way: it is the complete bodying forth of an intensely individual apprehension of the nature of man and life. That is to say, the content is strange enough, indeed baffling enough, while the artistic expression of it is flawless.

Student Version that constitutes plagiarism:

The most remarkable novel in English is *Wuthering Heights*. It brings forth an individual apprehension of the nature of man and life; therefore it is perfect in the rarest way. The artistic expression is flawless, but the content is strange, indeed baffling. This piece of writing is plagiarism in its most deplorable form. The student simply reversed the order of each sentence, retaining the essential phrasing. He provides no documentation whatever, which implies to the reader that these sentences are entirely his original creation.

3. It is imperative that any student who remains unclear about the proper procedure for borrowing and accrediting material seek the advice of a professor or a member of the Judicial Committee.
4. Individual departments will distribute additional written information about potential honor violations.

Academic Offices

Office of the Dean: www.dean.sbc.edu

The Dean of the College, the Associate Dean of Academic Affairs, and the Director of Academic Advising have offices in Fletcher. The Office of the Dean of the College has responsibility for the following areas: academic advising and counseling; admission with advanced standing; class attendance; withdrawal from the College and readmission after withdrawal; academic eligibility; study abroad; academic advising for foreign students; independent study work; and internships.

Office of the Registrar: my.sbc.edu/registrar

The Office of the Registrar, located on the third floor of the Student Commons, is the source of information and assistance on course offerings, course registrations, class schedules, registration changes, classroom assignments, academic records, grades and grade reports, grade point averages, requests for transcripts, declaration of majors, transfer credit, graduation requirements, and summer school class approval.

Section IV

Co-Curricular Life

Office of Co-Curricular Life

The Office of Co-Curricular Life is located on the second floor of the Student Commons. The Co-Curricular Life office is staffed with the Vice President of Student Affairs/Dean of Co-Curricular Life, Assistant Dean of Co-Curricular Life and an Executive Secretary/Office Manager.

Co-Curricular Life educates and empowers women to lead moral, healthy, and productive lives. This Division comprises many departments and services, including Residence Life and Housing, Career Services, First Year Experience Program, Student Leadership and Development, Volunteerism, Student Activities and Programs, Health and Counseling, Clubs and Organizations, SGA, Judicial Affairs, Families Weekend, and Outdoor Programs . For more information, please go to: www.ccl.sbc.edu.

Residence Life and Housing

The Office of Residence Life and Housing is located on the second floor of the Student Commons. The office is staffed with the Director of Residence Life and Housing.

Terms and Conditions of College Residency

Residence area living is an integral part of the college community. It is an opportunity to grow, learn and share; a time to establish meaningful relationships, to learn more about oneself through daily interaction with others, and to accept the responsibilities and privileges of group living in a college environment. Residence area living is more than a room in a building; it's "an education".

The atmosphere within your residence area significantly influences your success and personal satisfaction in college. Each resident contributes to making residence hall living a positive experience. A feeling of "community" can only be achieved through mutual consideration, cooperation, and responsible behavior. Community living places a great deal of responsibility on the individual for self-discipline and an awareness of the rights and needs of others.

The policies and guidelines that have been established in the residence areas are designed to help facilitate a harmonious community conducive to academic and personal growth. They are not intended to restrict the individual, but to insure the rights of all students to pursue their educational objectives in a healthy, safe, living and learning environment.

The following are general guidelines for Residence Life. Each residence area maintains, to some degree, its own identity and, upon a majority and/or unanimous vote, depending upon the issue, may establish through a community agreement additional guidelines than those described in this handbook. For more information, please go to: www.ccl.sbc.edu/reslife.

Residence Life Staff

Coordinating the residence life initiative is the Director of Residence Life and Housing. The Director develops and implements programming, works with upperclass students and their housing assignments and oversees daily operations. She works with a student staff of Community Assistants (CAs) and a professional staff of Resident Coordinators (RCs). In addition, there is a Coordinator of First Year Experiences who works with First Year Assistants (FYAs). The Coordinator works with first year students, housing placements and the FYAs. RCs reside in the halls, are on call evenings and weekends, and have particular expertise and interest in providing personal counseling, assisting with individual or group problem solving, conflict solving, conflict mediation and promoting the development of community.

CAs and FYAs are excellent student leadership positions. CAs work primarily with upper class women and FYAs work with new students. The role of the CA and FYA is to be a resource, to serve as a liaison with the Office of Residence Life and Housing, and to aid the College in its overall operation of the Residence Life program. FYAs also serve as Orientation Leaders, assisting with the transition from high school to college and the acclimation to Sweet Briar.

General Conditions

The policies and guidelines that have been established are designed to promote and maintain a living environment which enhances students' opportunities to prosper academically and socially. Students and their guests are responsible for complying with all College policies and regulations included in this document as well as in the College Catalog and the Housing Agreement.

The College has the right to revoke residency for health and safety reasons, to remove/dismiss a student whose emotional or physical health or well being is determined to pose a risk to herself, others, or the College, to seek disciplinary action for violations of rules and regulations and for the nonpayment of bills. In addition, the College will seek financial restitution for damage to or loss of property.

Resident Status

Students are not permitted to live off campus unless they are enrolled as a Turning Point student or are living at home with a parent or guardian in Amherst County, Nelson County, or the City of Lynchburg and are enrolled at the College as a Day Student. Students who turn 23 years of age prior to the fall enrollment are permitted to reside off campus upon written request to the

Executive Assistant to the President. International students who turn 23 years of age prior to fall enrollment and are requesting to live off campus are required to go through a review process that includes the Director of International Studies.

Married Students

Since campus student housing is not available for married couples, the student and her partner are responsible for making off-campus housing arrangements.

Room Assignments

Room assignments are made for the entire academic year. Residency must be for one academic year, unless the student is completing the requirements for graduation at the end of the fall semester, entering the College for the first time at the beginning of the spring semester, spending a semester abroad, or a housing vacancy has occurred which would permit occupancy for a shorter period of time. Returning students select rooms in the Spring semester during the room selection process. New students are assigned a residence hall space during the summer, generally based on roommate compatibility. The Office of Residence Life and Housing reserves the right to change room assignments and/or consolidate spaces whenever necessary, without prior notification. New students are housed in double spaces with roommates. Students with questions may check our website at www.ccl.sbc.edu/reslife for specific information.

Special Housing Accommodations Policy

Special housing accommodations can be requested by resident students who present conditions, medical or psychological, through Health Services. Reasonable accommodations will be made to meet the documented need; specific housing requests cannot be guaranteed. The written request must be supported by a licensed physician and will be subject to review by and the approval of Health Services. The student must execute a medical release form provided by Health Services; if the student is under the age of 18, the medical release form must be executed by parent or legal guardian. Such requests must be approved by Health Services in conjunction with the Director of Residence Life and Housing.

Reassignment/Room Changes

Students may not change rooms without prior permission from the Office of Residence Life and Housing. Roommates who experience difficulties should talk to each other and try to resolve concerns without a third party. If a compromise cannot be reached, students may opt for mediation with a trained staff member (CA, FYA). The next step for students is the Community Assistant Council, which consists of a Resident Coordinator and a panel of students to help reach a resolution to conflict. Students who wish to move from their current space should speak to either the Coordinator of the First Year Experience or the Director of Residence Life and Housing, depending upon their class year.

Room Vacancies/Room Consolidation

When a vacancy occurs in a room designed for multiple occupancy the resident(s) have 48 hours to select a new roommate (contingent upon the time in the semester) or the Office of Residence Life and Housing will/may assign a new roommate.

Change of Status

Any resident who withdraws, takes a leave of absence, or whose course load is reduced to less than 12 credit hours is no longer considered a full-time student. To remain in residence, written request must be approved by the Dean of Co-Curricular Life and/or the Director of Residence Life and Housing. If the student's request is denied, it is expected that the student check out of residence within 24 hours or risk being charged with trespassing.

Quiet Hours/Courtesy Hours

Quiet hours/courtesy hours are established in order to provide students with the opportunity for uninterrupted sleep and study. Residents in each hall will be given the opportunity to vote to establish quiet hours in their residence area. Residents may re-vote to modify their community agreement at any time thereafter should the hours need to be altered. All residents of a particular unit will be expected to uphold and enforce any majority-voted quiet hours.

Volume control on items such as radios, stereos and TV's should be kept at a reasonable level. Common courtesy and reasonable discretion are required. During Final Exams, quiet hours are in effect 24 hours per day in all residence areas.

At all times courtesy hours are in effect for residence halls. Students are to respect the rights and privacy of other students. During specified quiet hours, students are expected to keep sound and activity within the confines of their rooms.

Visitation/Guest Policy

While visitation within the residence areas is a privilege and is encouraged, reasonable discretion and good judgment must be used. Care needs to be taken so as not to conflict with the rights and privacy of other students who are entitled to the use of the residence areas in a manner consistent with the design of the facility. For fire regulations, there is a maximum occupancy per room which is posted on the back of each room/suite door. In the event that there are complaints about noise and/or other violations, guests may be asked to leave.

A guest is any student who is not assigned to that space or is not a student at Sweet Briar. For visits in excess of three consecutive nights approval must be obtained from the Office of Residence Life and Housing. This pertains to both male and female guests. Male visitors may be the guest of a Sweet Briar student in her residence hall room with the agreement of roommates and in accordance with the following regulations:

For Upperclasswomen

Option A: no male visitation Monday-Thursday; visitation Friday and Saturday, noon-1 am; Sunday noon-midnight.

24/7: male visitation permitted at any time with the agreement of the roommate(s). For visits in excess of three consecutive nights, approval must be obtained from the Office of Residence Life and Housing.

For First-Year Students

Option 1: no male visitation Monday-Thursday; visitation Friday and Saturday, noon-1 am; Sunday, noon-midnight.

Option 2: male visitation Monday-Thursday, noon-midnight; Friday, noon-3 am; Saturday, 10 am-3 am; Sunday, 10 am-midnight.

Option 3: male visitation Monday-Thursday, noon-1 am; Friday, noon-Monday, 1 am.

During its hours of operation, Check-Point will ask all visitors to record their name and car upon entrance to the campus.

It is the responsibility of each student to abide by, know and support these hours. It is a student's responsibility to accompany her male guest at all times when he is in the residence hall or entering/leaving the hall. Students must provide their roommate(s) with 24 hours advance notice when having/expecting an overnight guest, and receive the roommate(s) full consent. Should this consent not be offered, the student should utilize other alternatives, i.e. Guest Housing. Male guests are required to remain in the room of their hostess from 3:00 am - 9:00 am when staying overnight unless in case of an emergency and only then when escorted by their hostess. Male guests must comply with the policies established by community agreement for the use of residence hall showers and other facilities. Once defined, these policies will be posted.

Vacation Procedure

The residence halls close for **all** vacation periods. Provisions cannot be made for late departures or early arrivals. Residents are advised to make travel arrangements accordingly. In addition, at the end of semesters, students are required to vacate campus within 24 hours of their last exam or by the time the halls officially close, whichever comes first.

Vacation Periods

Thanksgiving Holiday: Residence Areas close Saturday, 11/20/04 at 8:00 a.m. Reopen Sunday, 11/28/04 at 1:00 p.m.

Semester Break: Residence Areas close Saturday, 12/18/04 at 8:00 a.m. (Students must vacate campus within 24 hours following their last exam or by the closing day/time whichever comes first.)

Spring Semester: Residence areas open for residents returning for spring term on Wednesday, 1/19/05 at 1:00 p.m.

Spring Vacation: Residence Areas close Saturday, 3/12/05 at 8:00 a.m. Reopen Sunday, 3/20/05 at 1:00 p.m.

End of Year: Residence Areas close Thursday, 5/12/05 at 5:30 p.m. for underclass women. Graduating seniors are permitted to remain in residence through Commencement on Saturday, 5/14/05. The halls close at 5:30 p.m. The College is not responsible for any belongings left behind by a student. The College will enter the rooms for housekeeping purposes and will remove and/or discard any personal belongings left behind, as property of the College.

Care of Room

Residents are expected to keep their room and its furnishings clean and orderly. Each resident is responsible for damage to or loss of furniture, fixtures, equipment and effects, provided to her by the College. In the event that two or more persons occupy the same room and it cannot be ascertained who is responsible for the loss, damage or violation, the assessment and/or disciplinary consequence shall be shared equally among those assigned to the space.

Each resident room is furnished with beds, desks, chairs and bureaus. Each student is required to bring and use a fluid proof mattress pad. Due to storage limitations, beds, wardrobes and bureaus may not be removed from rooms nor may furnishings from common areas (lounges) be removed. Requests for additional furniture or for removal of certain furniture (bookcase, desk, chair) will be considered on a limited basis, only after hallways and storage areas have been cleared from opening week. Such requests should be submitted to Physical Plant in the form of a work order using the work order web address: www.sbc.edu/workorder/ (You may want to bookmark this address).

Health, Safety, and Well-Being

Health and safety regulations are maintained by the College for the protection of the entire community. The well-being of the resident student cannot be ensured solely by any set of regulations as it also requires the student's acceptance of mutual accountability and respect for fellow students.

It is expected that all residents will respect others' individual needs. Residents are accountable for any disturbing activity that can be heard beyond their own room and must adjust activities to within that range if asked. Roommates are mutually accountable for adherence to all College policies.

Smoking is prohibited in all public areas of the residence halls. Smoking is permitted in student bedrooms only with bedroom doors shut, windows open and with consent of roommate(s). In First Year halls, a 2/3 vote of residents will determine the smoking policy for a particular corridor.

No person shall create, either intentionally or recklessly, a condition which endangers or threatens the safety or well-being of other persons or damages property; nor shall any person willingly create a health hazard or nuisance in any residence area. For more information, please go to: www.ccl.sbc.edu/reslife.

College Access to Student Rooms

The College recognizes residents' rights to privacy, however, it maintains the right for its personnel to enter residents' premises for routine and immediate maintenance, in an emergency involving danger to life or property, for the purpose of health and safety inspections, general cleanliness, when a condition is present that is prohibited by the Housing Agreement or College regulations, or when it is believed that a resident is using assigned space in a manner contrary to the provisions of the College policy. Official law enforcement agencies must have proper search warrants to enter any student's residential space in any non-emergency situation.

Fire Drills

The College will conduct periodic fire drills throughout the academic year. Students should be familiar with the building exits to be used in the event a fire alarm is sounded. All residents, and all guests are expected to evacuate the residence area when an alarm is sounded and remain outside the residence area until it is declared safe to re-enter by the appropriate College official. Community Assistants, Resident Coordinators and Student Fire Marshals assist with fire drills and evacuation.

Fire Safety

All residents must evacuate their building when a fire alarm sounds.

Fire Emergency Instructions

A. In case of fire:

1. Sound the fire alarm.
2. Call the staff member on duty.
3. Remain calm and act quickly.
4. Wear protective clothing such as a coat and shoes, and carry a damp towel for use in heavy smoke.
5. Close your room door and windows.
6. Walk in an orderly manner to the nearest exit. NEVER USE AN ELEVATOR.
7. Move a safe distance away from the building and out of the way of the fire department personnel.
8. Remain outside until you are told to return by the hall staff.

B. If you think there is a fire in the hallway feel the door before you open it:

1. If the door does not feel hot, open it slightly, holding your head away and bracing the door with your foot.
2. Put your hand across the open to test the heat of the air.
3. If the door is hot and the hallway unsafe, stop up any openings or cracks through which smoke may enter using wet towels, sheets, blankets, etc.
4. If smoke does enter the room, open the window for ventilation; break it if sealed.
5. Do not jump. Make your presence known. Wait for rescue.

C. In case of a minor fire:

1. Pull the fire alarm.
2. Use a wastebasket full of water, a fire extinguisher, or a blanket to smother out the fire. (Fire hoses are used only at major fires; water may damage your personal belongings.)
3. Call the staff member on duty.
4. Do not use water on an electrical or grease fire!!
5. Never risk your personal safety!!

Remember: Be cautious of potential fire hazards! DO NOT burn candles in your room. DO NOT hang sheets or tapestries from ceilings. DO NOT cook in your room or let your neighbor. It's your life in jeopardy when someone violates fire safety rules in your hall. DO NOT MISUSE fire equipment. NEVER activate a false alarm or tamper with a smoke detector. ALWAYS vacate the building immediately anytime the fire alarm sounds.

Keys

At check-in, each resident is issued a key to her room and the exterior doors of residence halls. The student is responsible for each key. All keys issued by the College are property of the College and **may not be duplicated**. If keys are lost, stolen or not returned, the student will incur a replacement cost of \$25 for each key plus \$50 for the cost of the lock change. In addition, it is expected that the student report the theft or loss immediately to Campus Safety and then the Office of Residence Life and Housing.

Residents are required to carry their room and building keys with them at all times as entrances to all residence areas are locked 24 hours a day. Campus phones are installed outside of each residence hall. Guests seeking access to a residence hall to visit a student should call the student on these phones. Students should not permit unescorted guests access to the residence halls. For more information, please go to: www.ccl.sbc.edu/reslife.

Any student who is locked out of her assigned room may follow these procedures to gain entry:

1. Locate the roommate and have her unlock the door.
2. If unable to locate the roommate, contact the Department of Safety and request an officer to provide access to the room. Every student must present proof she is a resident of the room to which she requests access. No student will be given access to a room which is not her own.

Pets

Pets with the exception of fish, turtles, or hermit crabs are prohibited.

Career Services

The Career Services Center is located on the second floor of the Student Commons. The office is staffed with the Director of Career Services, Assistant Director, Campus Student Employment Coordinator and a Secretary.

The career-planning program offered through the Career Services Center is open to all students and is designed to help women identify and achieve professional goals. Students are encouraged to participate in Career Services' activities, one-on-one counseling, and programs from the start of their college years. A comprehensive four-year plan introduces students to the concept of career planning. First-year students and sophomores engage in self-assessment and career exploration processes. Juniors and seniors focus on gaining experience and planning for life after college through internships as well as experiential learning opportunities. The full outline of the Career Services Four-Year Plan can be viewed at: www.ccl.sbc.edu/csc/FourYearPlan.html

Career Management Series and Programs

Each semester the Career Services staff provides students with a full schedule of events and programs aimed at developing their readiness for life after Sweet Briar. The “Career Management Series Workshops” focus on various career and graduate school topics. Students can also network with potential employers and professionals from the various employment fields through field/major specific events, on-campus recruiting, career fairs and other special programs. Several career events are collaborative efforts with other Virginia schools: The *CHALLENGE* Career Fair, the Women in the Workforce Conference, graduate school and professional fairs, and a minority Career Fair. The schedule for these programs and events can be viewed at: www.ccl.sbc.edu/csc/Events.html

Internship/Externship Program

An important part of the four-year plan is the Internship/Externship program. By working one-on-one with a career counselor, second and third year students can obtain internships to compliment and augment their specific majors and career goals. Affiliation with MonsterTrak which contains thousands of local, national, and international opportunities arranged by geographic location and specific career fields give students a myriad of opportunities. To learn more about the Career Services internship/externship program and opportunities go to: www.ccl.sbc.edu/csc/Internships.html

Campus Student Employment Office

Along with internships, working on campus can be a great way for students to gain professional competencies and solid work experience. The Campus Student Employment Office (CSE), a part of the Career Services Center, offers students the opportunity to work in a variety of offices and departments on campus. CSE not only assists students in finding on-campus jobs that relate to their interests and areas of study, but also provides development and

training opportunities for student employees and supervisors through workshops and individual appointments. Campus job descriptions, relevant employment forms, the Campus Student Employment handbook, the campus job board, and the payroll schedule can all be found at:

www.ccl.sbc.edu/csc/CampusStudentEmployment.html

Students' Co-Curricular Portfolio

During their four years at Sweet Briar, students will want to record their experiences in organizations and events, internships, and other experiential learning opportunities. An excellent way to track outside-the-classroom opportunities is through the co-curricular portfolio. The Student Co-Curricular Portfolio, currently under development, will complement each student's academic transcript. Co-Curricular portfolios help students organize and articulate their College experiences in preparation for crafting proposals, cover letters, resumes, and graduate school applications.

Alumnae-in-Residence Program

Career Services works closely with alumnae in a number of capacities to provide students with an amazing network of connectivity. The Alumnae-in-Residence Program, co-sponsored by Career Services and the Alumnae Office, invites selected alumnae back to campus each year. These successful women provide insight and advice to current students contemplating career paths. Students utilize alumnae listings supplied by Career Services to link with Alumnae offering internships, mentoring, and full-time job opportunities. Career services also gives back to alumnae. Because the office adheres to the belief that career development is a life long process, alumnae have been helped long after graduation with career change, career choices, and graduate/professional school planning.

Additional Services

The Career Library and Career Services web site house information on a broad spectrum of career areas, graduate school programs, internships, job search sites, current full-time and part-time and student employment information. Seniors and graduates may open a permanent credential file as well that can be utilized to send pertinent information to graduate schools or employers. For more information, please go to: www.ccl.sbc.edu/csc/index.html.

First Year Experience Program

The First Year Experience Program office is located on the second floor of the Student Commons. The program is staffed with the Program Coordinator.

Sweet Briar's unique First Year Experience (FYE) program provides new students with opportunities and resources as they make connections to the campus community. Realizing that the transition to college does not occur in the first few days or even months on campus, but that the entire first year is one of transition, this program is designed to aid in the acclimation and acculturation of students to SBC and college life.

The First Year Experience Program is intentionally designed to provide new students with an environment, which fosters a greater sense of self-knowledge, a heightened appreciation for others, a broader scope of thought and a supportive climate that recognizes the challenges and rewards of academia.

Key components of the FYE program include:

- First Year Assistant (FYA) Staff
- New Student Orientation
- Leaders: Emerging and Achieving Program (LEAP)

For more information, please refer to the following websites:

www.ccl.sbc.edu/orientation

www.ccl.sbc.edu/fye

www.ccl.sbc.edu/leadership/leap

Student Leadership Program

The Sweet Briar Student Leadership Program encourages new students to become campus leaders, enables returning leaders to enhance their own skills as well as prepare all students for any leadership position within their areas of interest.

The Leadership Program components are as follows:

- Orientation
- Leaders – Emerging and Achieving Program (LEAP)
- Student Executive Leadership Training
- Annual Student Spring Leadership Conference
- Leader Recognition Reception
- Volunteerism
- Omicron Delta Kappa, The National Honor Society for Leadership (ODK)

For more information, please refer to the following websites:

www.ccl.sbc.edu/orientation

www.ccl.sbc.edu/leadership

Orientation

The arrival of new students on campus is the beginning of Orientation, a program designed to help students become comfortable with one another as roommates, classmates and members of the Sweet Briar community. Academic life, involvement in sports and recreation, volunteerism and participating in a rich variety of co-curricular opportunities are all parts of the Sweet Briar orientation experience. For more information, please go to: www.ccl.sbc.edu/orientation.

LEAP: Leaders - Emerging and Achieving Program

LEAP focuses on individual leadership development and education through interactive learning over the course of one semester. Program participants meet weekly for hour-long sessions led by Co-Curricular Life staff and invited College presenters. This initiative prepares students to understand, expand and appreciate their own leadership capabilities, while recognizing and accepting different leadership styles. For more information, please go to: www.ccl.sbc.edu/leadership/leap.

Executive Student Leadership Training

The Executive Student Leaders are comprised of students that have applied for and are elected or selected into Co-Curricular Life leadership positions: Community Assistant (CA), Campus Events Organization (CEO), First Year Assistans (FYAs), Student Government Association (SGA), Student Activities Representatives (STARs), Peer Educator and Advocate (SweetPEA), Sweet Spirits and Sweet Briar Outdoor Program (SWEBOP). As representatives of the student body these leaders play a crucial role in Orientation but more importantly, represent Co-Curricular Life throughout the academic year. In preparing for their leadership roles, all Executive Student Leaders are provided with a variety of training programs dispersed throughout the academic year . For more information, please go to: www.ccl.sbc.edu/leadership/studentexec.

Annual Spring Student Leadership Conference

The Annual Spring Student Leadership Conference is a one-day, free, conference that offers a variety of workshops and sessions focused on student leadership development. The format mirrors a professional conference where nationally known speakers convene the morning session followed by an energetic luncheon speaker. For more information, please go to: www.ccl.sbc.edu/leadership/leaderconf.

Annual Student Leader Recognition Reception

The Annual Student Leader Recognition Reception is held at the start each new academic year. The event recognizes students in top (presidential and vice presidential level) leadership positions within each organization, club or group on campus. College faculty/staff advisors who oversee individual clubs, groups and organizations attend the reception in support of our student leaders. For more information, please go to: www.ccl.sbc.edu/leadership/recognition.

Volunteerism

Co-Curricular Life thinks of this program as a wheel on a bicycle – demonstrating momentum, forward movement at varying speeds. Our “wheel” currently has four spokes: clubs/organizations; individual interests; internships/externships and academic opportunities. New Student Orientation exposes students to a variety of volunteer opportunities, but throughout the year, most departments/divisions can assist with student generated interests. For more information, please go to: www.ccl.sbc.edu/leadership/volunteer.

Omicron Delta Kappa, The National Honor Society for Leadership (ODK)
Sweet Briar College became a chartered member of this prestigious society in spring of 2004. This group recognizes and encourages superior scholarship, leadership and exemplary character for students in their junior or senior year, along with faculty/staff, alumni and community members. Membership in ODK is a mark of highest distinction and honor. For more information, please go to: www.ccl.sbc.edu/leadership/odk.

Student Activities and Programming

The Student Activities and Programming office is located on the second floor of the Student Commons. The office is staffed with the Director of Student Activities and Programming.

Student Activities and Programming is committed to empowering women to develop as leaders and individuals through involvement in their world. We provide programs, resources, and services for students and the larger college community that are designed to enhance the quality of life, to facilitate intellectual, ethical, and personal growth, and to create an environment which engenders respect for diversity.

Clubs, Groups, and Organizations

Sweet Briar College has over 50 clubs, groups and organizations. These groups support the overall mission of the college and are involved in numerous activities, which promote growth, development support and/or awareness. Involvement on campus can be the key to making life long friends and acquiring skills that compliment and enhance theoretical perspectives gained in the classroom.

The Inter-Club Council is the student-run group charged by the Student Governments Association (www.sga.sbc.edu) to provide guidance and governance for clubs and organizations. For more information, please go to: <http://www.ccl.sbc.edu/osap/clubs.html>. They can be contacted at icc@sbc.edu.

Campus Events & Programs

Campus events and programs, a student run organization, provides students with opportunities to expand their horizons and have fun by attending lectures, participating in crafts, listening to musicians, or attending a concert or comedy event.

Student events are planned and executed by the Campus Events Organization (ceo@sbc.edu) with guidance and support from Student Activities and Programming. For more information, please go to: <http://www.ccl.sbc.edu/osap/events.html>

Intramural Programs

The Sweet Briar College Intramural program supports athletic interests outside the realm of traditional varsity sports. Whether you are interested in playing a game of pool or participating in a 3 on 3 basketball tournament, we have the equipment and student staff to help you meet your needs!

Our annual Flag Football season, held in the spring, concludes with the Daisy Williams Bowl, which honors the founder's daughter in a show of good sportsmanship. For more information, please go to: <http://www.ccl.sbc.edu/osap/imp.html>

The Student Business Office

The student life fee at Sweet Briar is administered by the Student Government Association (www.sga.sbc.edu). The budget committee of the Student Government Association distributes funds to recognized clubs, groups, organizations, and other student operated initiatives. These funds are held in on-campus accounts and are managed by the Student Business Office (SBO) with guidance from the Office of Student Activities and Programming. For more information, please go to: <http://www.ccl.sbc.edu/osap/sbo.html>

Student Facilities

<http://www.ccl.sbc.edu/osap/facilities.html>

Sweet Briar College has numerous facilities at the disposal of its students. All student facilities are available to be reserved through the Office of Student Activities.

The Boathouse

The Sweet Briar Boathouse is situated on one of our two campus lakes. The Boathouse is the site for many private student programs or parties.

Reid Pit: Student Activities Center

Reid Pit, located on the lower level of Reid Hall, has access from the Student Commons Courtyard. Located in this center is a 62 inch television as well as complete array of audio-visual equipment. Reid Pit is also a great place to play foosball, air hockey, pool, or to enjoy a game of scrabble with friends. Also located in Reid Pit is the Media Center: the offices of the Briar Patch (yearbook), the Sweet Briar Voice (newspaper), Red Clay (literary journal, and WNRS (radio station). In addition to all of these wonderful amenities, Reid Pit also has two meeting spaces available for group meetings and studying.

The Vixen Den

Vixen Den, located next to Le Bistro, is the student coffeehouse. Operational during events and offering traditional coffeehouse fare, the Den is also ideal for meetings, small theatre performances, and small performing groups.

The LEAP Center

The LEAP Center, located in Grammer Hall, is home for the Leaders: Emerging and Achieving Program. It is a space complete with a study area, lounge and a high tech classroom. The LEAP Center is connected to a secondary lounge and kitchen. The Center lends itself well for meetings, socials, seminars and workshops.

The EB Room

The EB Room, located in Dew Hall, is a large lounge area where students can be engaged in student programs and other activities. The area also features a full size kitchen.

The Virginia Consortium of Student Activities (VCSA)

The Virginia Consortium of Student Activities was established in the spring of 2003. The goal of the organization is to expand the co-curricular offerings of the member institutions. All events from the nine member schools are included on the VCSA calendar. Students from member institutions may attend any event on the calendar. The VCSA has allowed the member institutions to increase opportunities for programming and inter-collegiate interaction by more than nine times! For more information, please go to: http://people.hsc.edu/cgi-bin/calendar_planning/vcec/calendar.pl.

Health Center

The Mary F. Harley Student Health and Counseling Center is located on Chapel Road. The Center is staffed with a Nurse Practitioner, Registered Nurse, Student Counselor, Coordinator of Student Support Services and an Office Manager.

The Center is supportive and integral to the academic mission of the college. Excellence in learning is optimized by health and a healthy lifestyle. The staff of the health and counseling center is dedicated to assisting students in making healthy lifestyle choices and accepting responsibility for their own health and well being. Our goal is basically to help you stay healthy enough to attend class. For more information, please go to: www.ccl.sbc.edu/healthcenter.

Families Weekend

Families Weekend, held every October, is a time for families to experience their student's world: from academics to sports to co-curricular life. The weekend program gives families a deep sense of the history that surrounds students; the strong connection between faculty and students in a liberal arts classroom; a time to rest, relax, and reflect; as well as visit with students and their friends. It is truly a community wide event. For further information, please contact Co-Curricular Life at 434-381-6134.

Outdoor Programs

The Outdoor Programs office is located on the lower level of Meta Glass Hall. The office is staffed with the Director of Outdoor Programs.

Learning on the Land

Since 1997, the Learning on the Land program has introduced new students to the diverse 3,200-acre Sweet Briar College campus landscape. During this half-day orientation program, new students have the chance to participate in one of the many educational programs led by faculty, staff, Orientation

Leaders and the SWEBOP Instructors. Students may create flutes from bamboo, learn about the history of the college, explore Sweet Briar's horticultural treasures, experience team-building activities, and build connections with their classmates. Learning on the Land was featured in the 1999 "Templeton Guide for Colleges that Encourage Character Development," a nationally recognized journal.

SWEBOP Instructors

SWEBOP Instructors lead their fellow students, faculty, staff, and their guests on outdoor adventure trips. Students selected for this position are a part of a special team of leaders who gain both leadership and outdoor adventure skills taught through an extensive training program and experiential education on trips.

To apply for this campus employment opportunity, please contact the Director of Outdoor Programs and Student Leadership Training, 434-381-6369. For more information, please go to: www.ccl.sbc.edu/swebop.

Section VI

College Services

Alumnae Association

The Boxwood Alumnae House is the home of the Sweet Briar College Alumnae Association. The purpose of the Alumnae Association is to foster and promote in alumnae and Alumnae Clubs an active interest in Sweet Briar College. For more information, please see the website: www.sbc.edu/alumnae.

Book Shop

The Book Shop is located in the Student Commons and provides a readily accessible source for textbooks, gifts, clothes, Sweet Briar insignia merchandise, Macintosh and Windows/Intel computers, trade books, and supplies. Visit the Boxwood Café, which serves a variety of coffee's, fruit drinks, and freshly baked items. For more information, please refer to: www.bookshop.sbc.edu.

Communications

A. SBC*Telecom Services

SBC*Telecom provides the operational support for the college's telecommunications systems and CATV. This includes installation and maintenance support for the data communications network.

Telephone and CATV service is provided in each residence hall room. It is necessary to obtain an authorization code in order to place long distance calls at a discounted rate. Once an SBC*Telecom Account Contract has been signed, the authorization code can be used in any residence hall room as well as any Public Phone on campus. SBC*Telecom Account Cards are subject to the following conditions:

1. Students in a residence hall room share the ultimate responsibility for all calls made from their room and for damage to the equipment in excess of normal wear and tear.
2. The cost for long distance calls will be comparable to or less than the basic AT&T direct-dial rate.
3. Payments for services are due upon receipt of bill. Delinquent accounts are subject to the College policies as stated in the SBC*Telecom Account Contract.
4. Fraudulent use of a Telecom Account Card will result in one written notice to the students assigned to the extension originating the fraudulent call. This notice will include the cost of the call plus a fine of \$15 per

call. If not paid within seven days from receipt of the notice, or if further fraudulent calls or misuse of the card continues, a hold may be applied to the student's records, or charges may be brought through the College Judicial System as described in the Student Handbook or through an outside collection agency.

5. Students are prohibited from accepting collect calls in residence hall rooms, any public phone, or billing calls to any residence hall room or number at Sweet Briar College. Any room accepting a collect call will be billed \$10 plus the cost of the call. Any call billed to a resident hall room number will be billed \$10 plus the cost of the call. The Telecommunications Department assumes no responsibility for determining which student actually accepted the call or billed the call to the hall room number.

Computer Services

Computer Services is located on the lower level of the Dorothy Sales Education building, and can be reached from anywhere on campus by dialing HELP (x4357) or online at www.helpdesk.sbc.edu. This department can assist students in connecting to the Sweet Briar network, configuring e-mail and web browsers, and troubleshooting problems.

Day/Turning Point Student Information

Meals: Day/Turning Point Students may purchase meals for cash at the College meal rate. Meals may be paid for at the hostess' desk in the lobby of Prothro Commons.

Vehicle Registration: Vehicles belonging to Day/Turning Point Students are to be registered in the Campus Safety Office. Vehicle registration is \$20.00 per year.

Parking on campus: Day/Turning Point students may utilize Guion, Elijah and Meta Glass parking lots.

Day Room: Our Day/Turning Point Student lounge is located on the lower level of Dew Hall. The lounge is equipped with storage lockers, a study space and access to a full kitchen. Keys may be obtained from the Office of Co-Curricular Life.

Department of Safety

Sweet Briar College has 24 hour police protection provided 365 days a year by the Department of Safety. Located in the lower level of Fletcher, dispatchers for the Department of Safety maintain radio and telephone contact with police officers and also monitor emergency alarms. For more information, please see the website at www.police.sbc.edu.

Food Services

Prothro Commons

The campus' main dining facility is one of the loveliest on any college campus. To assist Food Service in maintaining a consistent and quality food service program, cooperation and support of the following policies is requested.

Use of Dining Hall

The Dining Hall service area is open for meals during listed hours, and is not available between meals, or after hours when the college is closed, unless a request for a special event has been approved through the Director of Food Services' office.

Programs

In an effort to keep the atmosphere during meals congenial and compatible with pleasant dining, we restrict activities during meals to general announcements and student sponsored events that have been approved by the Director.

Visitors

Students are encouraged to bring their guests to meals and they are expected to ensure that guests' meals are paid for before entering the service area. Payment can be made at the hostess desk in the lobby.

Alcoholic Beverages

In compliance with Virginia ABC Regulations, no alcoholic beverages are permitted in the dining hall.

Attire

Students, along with faculty, staff and guests are expected to dress appropriately for meals, in consideration of other students and guests. Shoes must be worn. Sleepwear and bathing attire are not acceptable.

Off-Premises Meals

Food Service does not provide student meals, groceries or uncooked food for off-premise consumption. The only exceptions are bag lunches for very special occasions.

Bag Lunches

Bag lunches are provided for field trips, student teaching and athletic activities off campus. Bag lunches are not provided for non-college related activities. They must be requested by the faculty or staff member in charge, at least 48 hours prior to the event.

Takeout Food and Snacks

The Food Service program is designed only for meals consumed in the dining hall. Food Services expects that students will occasionally miss some meals, therefore funds have been budgeted accordingly. Food and beverages are not to be taken out for "snacks". Takeout trays are not provided to students,

faculty, staff or guests. Food is not permitted to be taken from Prothro Dining Room in personal containers.

Le Bistro

Located on the circle, Le Bistro offers a relaxed cafe atmosphere for the Sweet Briar community and a pub atmosphere during the evening hours offering light fare, alcoholic/non-alcoholic beverages and entertainment. Meeting space is available for student led programs and clubs.

Le Bistro Option

All students currently on the board plan can eat at Le Bistro two meals a week. Simply show your ID and you will be allowed to purchase up to \$6.00 of food. Packaged items, large pizza and beer are excluded from this plan.

Board Plus Option

Students may purchase an extended plan where they can eat at Le Bistro anytime between the hours of 11:00 a.m. and 9:00 p.m. Monday through Friday. A special ID will be issued to the participant by the college. The board plus plan is available as a supplement to the standard board plan.

Removal of Equipment and Supplies

The china, glassware, silver and table appointments are purchased for use in the dining hall only. Replacement of these items is costly and is an inconvenience to other students when the supplies run out. Removing these items can be considered stealing and therefore is considered a violation of the standards of non-academic conduct.

College Catering Services

The Food Service Department offers a catering service to all students, faculty and staff. Catering provides staff, food and beverages for many college events that take place in nonfood service facilities. The Catering Manager can assist in the planning, cost estimates and coordination of services. The College does not allow "off-campus" food companies or caterers to provide service on campus.

Guest Housing

Reservations or registration for Guest Housing takes place at the Information Center of the Elston Inn. Guests need to be in the company of the student who will be responsible for them at the time of registration. Reservations may be made at the Information Center. The housing of a large group or a stay of a guest beyond four nights must be approved by the Director of Residence Life and Housing.

Library

The Sweet Briar College Library has one of the finest collections in Virginia. In addition, Sweet Briar has access to other library resources locally and throughout the country. Lynchburg Information On-line Network (LION)

provides access to over 575,000 items held by Sweet Briar, Randolph-Macon Woman's College and the Lynchburg College libraries. Additional databases are available through the Internet. These provide access to over 200 million more items. Please refer to: www.cochran.sbc.edu for a list of databases.

Mail Services

Post Office

The U.S. Post Office is located on the first floor lobby of Meta Glass. All students, including day and turning point students, are required to rent a post office box which is payable at the beginning of the college term or may be paid in advance.

Intra-Campus Mail System

Located on the first floor lobby of the Meta Glass, the mailing system is for the use of all members of the Sweet Briar community (students, faculty, staff). A collection box will be located in the lobby of the Post Office, where students may leave mail to be delivered to faculty and staff by the campus mail delivery service.

Physical Plant

Physical Plant is responsible for assisting with the maintenance of all campus buildings and grounds, renovations, restorations and construction projects, as well as responding to questions and concerns regarding conditions of daily living and learning environments. Every attempt is made to address emergency situations as soon as the Physical Plant staff is notified. To report an emergency, dial x6110 Monday – Friday between the hours of 9am – 5pm. After hours, contact Campus Safety at x6144 or x6111. For assistance with non-emergency needs, a work order should be submitted by using the following address: www.sbc.edu/workorder. Barring any unforeseen circumstance, the work order will be completed within seven working days.

Religious Life and Spiritual Wellness

The Chaplain's Office is located on the lower level of Dew Hall. The Office is staffed with the Chaplain and a Secretary.

Sweet Briar is an independent, nonsectarian college that welcomes people of all faiths, beliefs and backgrounds. The college has a rich legacy of emphasis on the spiritual development of students. Sweet Briar College is dedicated to freedom of thought and the importance of personal exploration of spiritual values. An important part of student life in the college is participation in organizations, programs, and events that encourage each student to develop her personal beliefs as well as a deeper appreciation for others' religious beliefs and practices. For more information, please refer to: www.sbc.edu/chaplain.

Section V

Important Contacts

Academic Advising	x6328	www.dean.sbc.edu
Academic Support (ARC)	x6278	www.arc.sbc.edu
Bistro	x6292	
Campus Safety	x6144	www.police.ebc.edu
Chaplain	x6113	www.sbc.edu/chaplain
Co-Curricular Life	x6134	www.ccl.sbc.edu
Career Services	x6151	
First Year Experience	x6134	
Leadership Programs	x6134	
Residence Life and Housing	x6134	
Outdoor Programs	x6369	
Student Government Office	x6991	
Student Activities and Programming ..	x6134	
Campus Events Organization (CEO) ..	x6134	
Student Business Office	x6991	
Interclub Council (ICC)	x6134	
Volunteerism	x6134	
Computer Help Line	HELP = x4357 .	www.helpdesk.sbc.edu
Counseling Center	x6141	www.sbc.edu/health
Dining Hall Menu	MENU = x6368	
Emergency	x6111	www.police.sbc.edu
Health Service	x6140	www.sbc.edu/health
Physical Plant	x6110	
Post Office	x6176	
Telecom	x6102	

2004-2005 College Calendar

Fall Semester 2004

August 21, 2004	New students arrive
August 25, 2004	Registration, Opening Convocation
August 26, 2004	Classes begin
September 24, 2004	Founders' Day
Sept. 30-Oct. 1, 2004	Reading Days
October 15-17, 2004	Families Weekend
November 3, 2004	Registration for Spring Term
November 20, 2004	Thanksgiving vacation begins at 8:00 a.m.
November 29, 2004	Classes resume
December 10, 2004	Classes End
December 11, 2004	Reading Day
December 12-17, 2004	Examinations
December 18, 2004	Winter Break begins at 8:00 a.m.

Spring Semester 2005

January 20, 2005	Spring Term begins
March 12, 2005	Spring vacation begins at 8:00 a.m.
March 21, 2005	Classes resume
April 6, 2005	Registration for Fall Term
May 4, 2005	Classes end
May 5, 2005	Reading Day
May 6-11, 2005	Examinations
May 13, 2005	Class of 2005 Awards Ceremony, Baccalaureate Service
May 14, 2005	Commencement

Notes

SWEETBRIAR

COLLEGE



1. GATEHOUSE
 2. EELSTON INN AND CONFERENCE CENTER
 3. LE BISTRO, VIXEN DEN, LAUNDROMAT
 4. PHYSICAL PLANT
 5. DOROTHY J. SALES BUILDING (HONORS PROGRAM, EDUCATION PROGRAM, UPPER LEVEL; COMPUTER CENTER, LOWER LEVEL)
 6. COLLEGE RELATIONS, DEVELOPMENT
 7. GRADUATE STUDENT HOUSING
 8. CAMPUS SCHOOL
 9. BOXWOOD ALUMNAE HOUSE (SWEET BRIAR MUSEUM, LOWER LEVEL)
 10. MARY CLARK ROGERS GARDEN COTTAGE
 11. SWEET BRIAR HOUSE (PRESIDENT'S HOME)
 12. HOCKEY FIELD
 13. LAKE TENNIS COURTS
 14. RIDING RING
 15. RIDING HUNT COURSE
 16. BOATHOUSE
 17. GUION SCIENCE CENTER (HEUER AUDITORIUM, MAIN LEVEL; CLASSROOMS, FACULTY OFFICES)
 18. OBSERVATORY
 19. TRAIN STATION AND CABOOSE (ENVIRONMENTAL SCIENCE CENTER)
 20. SOCCER, LACROSSE FIELDS
 21. SOFTBALL FIELD
 22. MONUMENT HILL
 23. HARRIET HOWELL ROGERS RIDING CENTER
 24. BABCOCK FINE ARTS CENTER (MURCHISON LANE AUDITORIUM, BABCOCK GALLERY, MAIN LEVEL; CLASSROOMS, FACULTY OFFICES)
 25. WILLIAMS GYMNASIUM AND PROTHRO NATATORIUM (DANCE STUDIOS, ATHLETIC TRAINING ROOM, FITNESS CENTER, CLASSROOMS, FACULTY OFFICES)
 26. TENNIS COURTS
 27. FLETCHER (DEAN'S OFFICE, FINANCE AND ADMINISTRATION, HUMAN RESOURCES, FIRST FLOOR; PRESIDENT'S OFFICE, ACADEMIC ADVISING, SECOND FLOOR; CLASSROOMS, FACULTY OFFICES, THIRD FLOOR; DEPARTMENT OF SAFETY, LOWER LEVEL)
 28. COCHRAN LIBRARY
 29. BENEDICT (BENEDICT GALLERY, TYSON AUDITORIUM, FIRST FLOOR; CLASSROOMS, FACULTY OFFICES)
 30. CARSON RESIDENCE HALL
 31. GRAY HALL (ARCHEOLOGY LAB, FIRST FLOOR; CENTER FOR CIVIC RENEWAL, SECOND FLOOR; CLASSROOMS, FACULTY OFFICES)
 32. ANNE GARY PANELL CENTER (PANELL ART GALLERY, MAIN LEVEL; CLASSROOMS, FACULTY OFFICES)
 33. ADMISSIONS HOUSE
 34. MANSON RESIDENCE HALL
 35. RANDOLPH RESIDENCE HALL
 36. MEMORIAL CHAPEL (JUNIOR YEAR IN FRANCE, JUNIOR YEAR IN SPAIN, INTERNATIONAL STUDIES, ACADEMIC RESOURCE CENTER, WOODY COMPUTER LAB, LOWER LEVEL)
 37. GRAMMER RESIDENCE HALL
 38. REID RESIDENCE HALL (STUDENT PUBLICATIONS SUITE, LOWER LEVEL)
 39. DEW RESIDENCE HALL (CHAPLAIN'S OFFICE, TURNING POINT/DAY STUDENT LOUNGE, LOWER LEVEL)
 40. BANDSTAND
 41. PROTHRO HALL (PROTHRO DINING ROOM AND ATRIUM, FIRST FLOOR; CAREER SERVICES, RESIDENCE LIFE, STUDENT ACTIVITIES AND PROGRAMS, VOLUNTEER PROGRAMS, SECOND FLOOR; BUSINESS OFFICE, FINANCIAL AID, REGISTRAR, THIRD FLOOR)
 42. BOOK SHOP (PRINTING SERVICES), CAFÉ, FIRST FLOOR; STUDENT GOVERNMENT OFFICES, SECOND FLOOR
 43. META GLASS RESIDENCE HALL (POST OFFICE, SWEBOP, ATM, FIRST FLOOR)
 44. STUDENT COMMONS COURTYARD
 45. MARY HARLEY STUDENT HEALTH CENTER
 46. CERAMICS STUDIOS
- (P) PARKING LOTS

